

Nightclub Inspections and the Role of the Rochester Fire Department

Leading Community Risk Reduction

John P. Schreiber

Rochester Fire Department

Rochester, New York

An applied research project submitted to the National Fire Academy

as part of the Executive Fire Officer Program.

October 2004

Abstract

The City of Rochester Fire Department lacks a clear process and a clear policy for battalion chief's to conduct nightclub inspections. The fire department policy is vague on what needs to be done to gather and process information. The Rochester Fire Department Inspection Program lacks a dedicated standard operating guideline for conducting nightclub inspections. This lack of process and accountability results in a lack of consistency and interest by personnel who conduct nightclub inspections.

The purpose of this research was to examine what the current process for conducting nightclub inspections is and what could be done to improve the current system. The author utilized descriptive research. The research questions examined in this document were:

- 1) What is the current process for conducting Nightclub Inspection's in the Rochester Fire Department?
- 2) What are the components and documentation procedures associated with a nationally accepted Nightclub Inspection Program?
- 3) What are the most commonly identified issues with the current Rochester Fire Department Nightclub Inspection process?
- 4) What changes should occur to improve the Rochester Fire Department performance in conducting Nightclub Inspection's?

The author questioned City of Rochester Fire Department personnel who conduct nightclub inspection's to determine their level of involvement and understanding of this process. A literature review of current events and nationally accepted practices was

performed. The author also identified, through the use of a questionnaire, the lack of specific national fire department nightclub inspection policies.

The major problems identified were safety, training, documentation, internal coordination and follow up. The most evident issue was internal communication between the Fire Safety Division and the Operations section, specifically the battalion chief's.

Department personnel require training in consistent inspection enforcement practices and the public needs education in nightclub safety awareness. It is recommended that a group of individuals establish a department wide standard operating guideline, policy and documentation check sheets for conducting nightclub inspections.

Table of Contents

Abstract.....	2
Table of Contents.....	4
Introduction.....	5
Background and Significance	6
Literature Review.....	8
Procedures.....	19
Results.....	22
Discussion.....	28
Recommendations.....	32
Reference.....	35
Captions.....	39
Figures.....	42
Appendix A (Night Club Inspection Questionnaire).....	53
Appendix B (Night Club Inspection Program Interview).....	56
Appendix C (NFPA Assembly Inspection Checklist).....	57
Appendix D (IFC Nightclub Inspection Checklist).....	61
Appendix E (Nightclub Inspection Questionnaire).....	67
Appendix F (Nightclub Inspection Process Flowchart).....	68
Appendix G (RFD Public Assembly Report).....	69
Appendix H (Table 1, Table 2, Comments).....	70

Introduction

The Rochester Fire Department inspection program lacks a clearly communicated structure and process for conducting nightclub inspections. The citywide procedure is vague about what needs to be done to gather and process nightclub inspections. The fire department lacks the internal communication and accountability of information for conducting nightclub inspections.

The purpose of this research was to examine the process for conducting nightclub inspections and what could be done to improve the current system. Additionally, this research will define and clarify the role of the Rochester Fire Department Nightclub Inspection process by reviewing national standards including process components and documentation procedures.

The author utilized descriptive research. The research questions examined in this document were:

- 1) What is the current process for conducting Nightclub Inspections in the Rochester Fire Department?
- 2) What are the components and documentation procedures associated with a nationally accepted Nightclub Inspection Program?
- 3) What are the most commonly identified issues with the current Rochester Fire Department Nightclub Inspection process?
- 4) What changes could occur to improve the Rochester Fire Department performance in conducting Nightclub Inspections?

Background and Significance

The Rochester Fire Department is comprised of five hundred and fifty seven dedicated employees and operates with a 36.9 million dollar budget (City of Rochester [CR], p.2). The fire department covers a metropolitan area of 36.4 square miles with a major river cutting the city in half. City nightlife varies with the day of the week and the time of year. The Fire Safety Division is comprised of thirteen full time inspectors, stationed throughout the city. The Operations Division consists of sixteen stations with a total of one hundred uniformed personnel, three battalion chiefs and one deputy chief per shift. The group system is a four-group shift rotation with ten-hour days and fourteen-hour nights. This is a highly dedicated group of individuals committed to protecting the citizens of this city.

Historically, the fire service has experienced high life loss social incidents involving nightclubs. The author has reviewed a number of high loss social club case histories which included The Rhythm Club, Coconut Grove Fire, Beverly Hills Supper Club, Happy Land Club in New York, E2 Club of Chicago and most recently the Station Fire in West Warwick, Rhode Island where one hundred individuals died (National Fire Protection Association (NFPA), 2003,p.1). It is the intent of the author to review the existing process to reduce the probability of occurrence within the city of Rochester.

During a leading community risk reduction program at the National Fire Academy an article titled “Leading Change: Why Transformation Efforts Fail” written by John P. Kotter was reviewed. The author identifies various pitfalls that result in a lack of successful transformation. The number one pitfall to a successful implementation of change was not establishing a sense of urgency.

One of the most heart wrenching findings by the author were the testimonials of survivors and family members in the Station Nightclub fire in Warwick, Rhode Island on February 20, 2003. In particular, Ms. Diane Izzo states, “It is really small or no comfort to hear that the State of Rhode Island has a code, a good code. It was inadequately enforced” (Commission, State of Rhode Island, 2003, p.9).

There is a lack of consistency in the way inspections are done by the various battalion chiefs within the city of Rochester. Documentation, as well as frequency, also varies among the battalion chiefs. A lack of coordination of information between staff inspectors and the battalion chiefs appears to be prevalent. The author wanted to review the department’s inspection program to identify areas for improvement that would result in more efficient and effective fire prevention efforts. The final goal is to provide the community with a safer social environment through the improvement and implementation of community risk reduction strategies.

Literature Review

The author conducted research to provide background and establish the significance of nightclub inspections. Internal and external documents on nightclub inspections were reviewed. The author analyzed the findings of others to establish a benchmark of approaches for completing nightclub inspections. A review of periodicals, internet documents, textbooks, case histories, local code ordinances, video coverage/documentaries, convenience questionnaires and interviews was completed.

The author reviewed various historical events to establish a perspective on human behavior and fire safety hazards resulting in loss of life at nightclubs. Code Management involving nightclub inspections locally, nationally and internationally was also a focus of the literature review. The author reviewed policy and procedures by other departments to gain an understanding of the use of operational personnel in the completion of nightclub inspections.

According to the textbook *Leading Community Risk Reduction*, in modifying the risk-reduction program, one needs to “consult with the target audience or the group involved to verify the problems.” The author continues with “the staff that is responsible for the area or the problem should be consulted”(National Fire Academy [NFA], 2003, p.24). This action shows how management is committed to the organization and gains equity with the membership.

Reviewing material from the National Fire Academy Fire Prevention Curriculum, *Code Management A Systems Approach*, the process for code enforcement was reviewed. An eight-step process was outlined:

- “1) Prioritize your occupancies
- 2) Establish a program to survey all occupancies.

- 3) Determine the number of occupancies in each category.
 - 4) Determine the acceptable level of risk in the community.
 - 5) Survey your inspectors to determine their capability level.
 - 6) Calculate the time it will take to complete each occupancy in each of the prioritized categories.
 - 7) Establish deployment method of inspectors, general or specialized types of systems or both.
 - 8) Establish the frequency of inspection in each of the occupancy categories”
- (NFA, 1989, p.16).

Fire inspector qualification and certification training needs are also discussed. It also cites the “single most important factor by every enforcement manager is the follow-up to the original inspection”(NFA, 1989, p.16-17). This resource was a benchmark of an effective inspection program. The priority of public assembly occupancies was ranked three in the overall priority of inspections. An article states “one of the most important duties of a code enforcement manager is writing guidelines on how the inspection program should operate” (NFA, p.13). High risk, high priority occupancies inspections should be performed once a year at a minimum.

In *Principles of Fire Protection: Structures and Systems*, this publication discusses the historical problems with, and the importance of, evacuation planning and training. The need for proper record keeping was highlighted. The article states “the ability to enforce a code properly, to apply the code to all parties uniformly, and to defend successfully all enforcement actions centers on a good record keeping system”(NFA, 1994, p.5). How to deal with the public, conducting inspections, legal considerations and understanding fire protection systems were also discussed.

United States Fire Administration publication titled *Nightclub Fires in 2000*, discussed Nightclub incidents and the similarities between these incidents. The findings of this report focused on exits, fire protection systems and the need to conduct fire safety inspections. The low frequency high risk also impacts the public's perception of the hazard level they present. The type of crowd also impacts the potential risk of a nightclub fire (United States Fire Administration [USFA], 2004, p.3).

The Commissioners Report from the State of Rhode Island was also reviewed. This report outlined the need to update fire codes, prohibit the use of pyrotechnics, provide greater enforcement powers to fire marshals and establish planning requirements to identify fire safety needs. Additionally, the Governor ordered all assembly occupancies to be inspected. As a result of this action:

- "Numerous fire code violations were found:
- Inconsistent enforcement of fire codes.
- Tracking of inspection inadequate
- Convoluted fire codes
- Understaffed Fire Prevention Bureaus
- Public Awareness of fire inadequate"(Pare, 2004, p.3)

Also, the need for a cultural change in fire safety behavior was noted (Blackistone, 2004, p.82).

A consultant firm, contracted by the Department of Homeland Security, stated in the Station Nightclub fire "there were instances in which dedication and competency could not overcome years of neglect in funding, systems, facilities, equipment, planning and training"(Blackistone, 2004, p.82). Another author states "Predictable, the aftermath brought out that the firetrap

conditions in the club were well known to authorities” referencing the Happy Land Social Club Fire in New York City (Ditzel, 1990, p.20). Additionally the author states “The death trap had been cited months earlier, but enforcement or corrective action had fallen through the bureaucratic cracks” (Ditzel, p.20).

A review of information by the various code groups was completed. The two main code groups were the National Fire Protection Association (NFPA) and the International Code Council (ICC). Documents from the two model codes, National Fire Protection Association and the International Code Council were reviewed (Institute for Business & Home Safety [IBHS], 2004, p.1). NFPA has changed its sprinkler requirement to be installed in occupancies of more than 100, building owners are responsible to check to be sure exits are clear, a trained crowd manager is to be present and festival seating is limited unless a life safety evaluation is done (National Fire Protection Association [NFPA], 2003, p.2). NFPA has its own inspection check sheet. The ICC has a Nightclub inspection form for properly documenting findings of an inspection. Both of the model code groups have improved their code as a result of the recent tragedies of the Station Club fire and the E-2 Club fire in Chicago.

Various cities and their respective inspection programs were reviewed. The cities of Austin, Texas and Minneapolis, Minnesota have successful nightclub inspection programs in place. The city of Austin utilizes inspection teams comprised of two Lieutenants to conduct nightclub inspections. In a four-hour time frame, one team can inspect 15-20 sites. A “night inspection is unique and requires its own reporting form” (Fire Engineering [FE], 2002, p.3). The Minnesota State Fire Code requires a safety plan to be in place for all public assemblies and management is responsible for its enforcement. The safety plan contains fire evacuation procedures and fire safety procedures (Minneapolis Fire Department [MFD], 2003, p.3). The city

of Minneapolis is a success story in both the delivery of inspections and the cooperation between nightclub owners and the fire service (Deegan, 2003, p.1). The Shreveport Fire Department instituted Nightclub safety tips for partygoers in response to the recent tragic nightclub incidents (City of Shreveport, Louisiana [CSL], 2002, p.1). Nightclub inspections must be a priority and must be supported by the fire chief. A cultural change is needed to make fire prevention a priority and to minimize the job security threat felt by some firefighters (McGill, 2003, p.28).

In the Station Nightclub fire and the E2 Nightclub incident, one author noted that employees did not receive any training on evacuation procedures and the bar owners never conducted any evacuation drills. Occupants must know how to exit a nightclub if a situation arises for the need to evacuate (Carleton, 2003, p.1). “Proper building construction and code enforcement are essential in the prevention of fires in nightclubs” (Carleton, 2003, p.1).

The author reviewed the state and local laws governing nightclub inspections and identified the authority for the inspection of local jurisdictions. New York State utilizes the ICC code and the International Fire Code. Local law chapters pertaining to fire department activities include:

Chapter 8B- Fire Department

Chapter 13A- Municipal Code Violations Bureau

Chapter 27- Alarm Systems and Businesses

Chapter 29- Amusement and Entertainment Licenses

Chapter 54-Fire Prevention Code

Chapter 90- Property Conservation Code (city code).

Additionally, the author reviewed the documentation procedures and forms associated with conducting local nightclub inspections. The local policy on nightclub inspections can be

found in the annual inspection procedures for 2004. This manual addresses company inspections. One paragraph of this manual is dedicated to the role of the battalion chief in conducting public assembly and nightclub inspections. It states the following:

Each Battalion Chief will inspect for overcrowding of discos, nightclubs, and bars regularly on Thursday, Friday, Saturday evenings. The amusement/entertainment license list is being prepared for each Battalion Chief, to serve as a reference for locations that may be subject to overcrowding. If such condition is found, a report will be made and the battalion chief will relieve the situation. If unsuccessful or a conflict arises, the situation will be turned over to the Police Department and the battalion chief will issue a Municipal Code Violations Summons. If these conditions persist, the amusement license may be revoked by the Police Department. (City of Rochester Fire Safety Division [CRFSD], 2004, P.5)

Personnel communications were conducted with the following individuals regarding nightclub inspection policy and procedures:

Frank Richardson, Chair National Fire Academy Fire Prevention Programs
Kellie Lee, Fire Marshal's Office, Oklahoma City Fire Department,
Adjunct Instructor National Fire Academy
Jerome Telfair, Fire Marshal, City of Rochester Fire Department,
Rochester, New York.

The author conducted a questionnaire of departmental personnel who are assigned to the Fire Safety Division as inspectors and battalion chiefs that are assigned to the Line/Operations Division of the department. Additionally, the author interviewed the following individuals who were problem area experts surrounding this research within the Rochester Fire Department:

- Bruce Yantz, Deputy Chief City of Rochester Fire Department Group 4
- Timothy Young, Battalion Chief 1, City of Rochester Group 1
- Richard Chesterton, Battalion Chief 3, City of Rochester Group 2
- Douglas Lill, Lieutenant Fire Safety Division, City of Rochester Fire Department
- Robert Salerno, Inspector, Fire Safety Division, City of Rochester Fire Department

The above individuals were chosen for an interview because of their position, years of experience and direct involvement in the inspection process. Feedback instruments were used to provide information for both a local perspective as well as a national perspective.

According to Chief Yantz the number one problem with the Rochester Fire Department Nightclub Inspection process is “there is no consistency in the amount of inspections or how often occupants are inspected”(B.Yantz, personal communication, August 12,2004). Chief Yantz stressed that safety of personnel has become an issue in recent years (B.Yantz, personal communication, August 12,2004). The level of threat to personnel will also dictate the frequency of inspections at a given establishment.

He adds what is positive about the RFD nightclub inspection process is “the Fire Safety Division has been sending out teams to conduct public assembly inspections” ”(B.Yantz, personal communication, August 12,2004). The fire safety division personnel are more familiar with the codes, have a working relationship with owners, respond in teams and are more effective.

What should occur to improve the inspection process is to allow Fire Safety to conduct more inspections, allow a team approach to conducting inspections, provide additional training and establish frequency for conducting inspections (B.Yantz, personal communication, August 12,2004).

According to Chief Young the process for conducting nightclub inspections is for all battalion chief's to go out Thursday, Friday and Saturday nights to conduct inspections. They meet with a representative and check for overcrowding, exit signs, exits for operation, check for clear exits, and check for obvious hazards. Additionally, they are to record the inspection in a logbook and send in an inspection report to Fire Safety.

What is problematic with the Rochester Fire Department Nightclub Inspection Process is "consistency." Documentation is another problem with the nightclub inspection process. Chief Young felt a specific inspection form such as the RFD 501 (see appendix D) should be generated for each occupancy needing to be inspected. Chief Young also felt the frequency of inspections needs to be addressed. He suggested monthly as an acceptable time frame. A concern about the inspectors safety might prompt a uniform change to a golf shirt and cap.

Chief Young was positive about his ability to establish a relationship with the owners. At the time of his visits the owners would know what was expected by the fire department. Chief Young felt improvements in dress code, more consistency and feedback should occur. Having a fire safety representative, a Neighborhood Empowerment Team (NET) member and a police officer would be a positive improvement for the inspection process (T.Young, personal communication, August 13,2004).

According to Chief Chesterton, depending on the occupancy, one person is not enough to conduct an inspection. In the past, Fire Safety would respond as a team and this is a better approach to conducting inspections according to Chesterton.

The inability to hear is a problem in a club. Additionally, Chief Chesterton stated that he would have to go out of service to conduct an inspection due to the travel distance. Chief Chesterton was also concerned about his lack of understanding regarding code authority and the

legalities behind the issuing of tickets. Lack of education and training on the process was another concern, for example what is the intent and purpose of supporting documentation (R.Chesterton, personal communication, August 6,2004)?

Chesterton pointed to the team approach used by fire safety to conduct inspections as positive. The concept of being visible and “ensuring public safety” (R.Chesterton, personal communication, August 6,2004) was a positive point regarding nightclub inspections. Improvements should focus on education, training, and adoption of an inspection team concept, formalizing the inspection process, documentation to assist in conducting the inspection and the appointment of a liaison to assist the battalion chiefs in conducting nightclub inspections (R.Chesterton, personal communication, August 6,2004).

Lieutenant Lill of the Fire Safety Division noted that there are two different nightclub inspection program procedures. The first is the annual fire inspection conducted in January of each year. The second is for Battalion Chiefs and fire safety inspectors four to five times per year to conduct an inspection outside of the annual inspection. When Fire Safety conducts the inspection, two inspectors are sent out at a time, one of them is an officer. The problem with the inspection program is the safety factor in sending a battalion chief out alone to conduct an inspection. It is complicated for the battalion chief to remain on duty and conduct an inspection, “by the time he gets up to the nightclub he’s called on a run” (D.Lill, personal communication, August 9,2004). It is also difficult for one person to obtain an accurate occupant count.

Lt. Lill noted exit lighting, locked exit doors and blocked doors are problems found when conducting nightclub inspections. A positive point noted by Lt. Lill was the fact that Rochester had a policy. Second, if a complaint was received, the Fire Marshal had someone follow-up on it. A third positive attribute was a record of good cooperation with the police. Lt. Lill noted an

improvement would be providing personnel to assist battalion chief's with nightclub inspections. Lt. Lill would like to see more Fire Safety personnel conduct inspections. Fire Safety personnel do not have to respond to alarms and already have an understanding of the fire prevention code. Fire Safety personnel are more available to appear in court due to their daytime work schedules (D.Lill, personal communication, August 9,2004).

Inspector Salerno stated that there is “no standard procedure”, “no real training program for inspectors” and “night checks are seldom done” (R.Salerno, personal communication, August 10,2004). However, on a positive note, the inspectors are conscientious about their work. Regarding improvements, development of a procedure and training on that procedure is recommended. Follow-up, with aggressive ticketing may be necessary to gain compliance. Assigned inspections and daily meetings should be done to avoid overlap. Feedback from one of the battalion chiefs revealed a concern about understanding how to conduct a nightclub inspection. Inspector Salerno also expressed concern about the ability to hear the radio (R.Salerno, personal communication, August 10,2004).

According to Jerome Telfair, Fire Marshal for the City of Rochester, inspectors conduct evening nightclub inspections in pairs of two on a quarterly basis. Inspections are complaint driven and activity driven to avoid criticism from owners. Budgetary constraints can be an obstacle for conducting nightclub inspections. The author discussed possible personnel scheduling changes to replace overtime that would assist battalion chiefs with inspections. Currently, inspectors are working a four day ten-hour shift and any change would require union ratification. Chief Telfair had worked in another department that utilized a night inspector. Inspectors need to be inconspicuous to avoid unnecessary business interruption. This type of

action will build community equity and increase owner compliance (J.Telfair, personal communication, September 7,2004).

Sandra Lee of the Kansas City Missouri Fire Department describes their work schedule. It consists of four nine-hour days with four evening hours used for nightclub inspections. This arrangement provides the flexibility for the inspector to choose a schedule and for the department to have evening nightclub inspections (S.Lee, personal communication, August 18,2004).

Dr. Frank Richardson, Chair of the National Fire Academy's Fire Prevention Management Programs was asked the question "who in a department should conduct nightclub inspections? He responded, "Everyone should conduct nightclub inspections." Richardson shared the acronym "LIVE". The "L" stands for "look" and everyone should look when out in the community. The "I" stands for "inspections", and everyone does inspections or has a basic understanding when looking for potential problems. The "V" stands for "verify", which is the responsibility of the certified inspector who follows up on complaints. The "E" stands for "educate" and educate everyone. Dr. Richardson's position is all personnel should be conducting nightclub inspections (F.Richardson, personal communication, August 17,2004).

Procedures

Literature Review

The descriptive research method was used for this project. The author began this research by conducting a catalog search under ‘nightclub inspection program’s” at the National Fire Academy’s Learning Resource Center. Under that search I received no results. The author did a second search under ‘inspection programs’ and 37 results were found under “nightclub inspections.” No EFO papers were found on the subject matter specific to nightclubs. An Internet search was done using Google as a search engine for “nightclub inspection programs” and “nightclubs.” Various periodicals, Journals and video documentary on Nightclub inspections were found. The author conducted searches on the main code group’s web site pertaining to Nightclub Inspections.

Feedback Instrument

The author created a feedback instrument and it was reviewed for clarity and content by Dr. Cohen. This instrument was designed to determine how things are currently being done within the Rochester Fire Department. This instrument was given to a total of twenty-seven members of Fire Safety Division and Line Division and who had responsibilities to conduct inspections.

Dr. Frank Richardson, Chair of the National Fire Academies Fire Prevention Management Programs, reviewed a second feedback instrument for clarity and content. This instrument was presented to the participants in the Code Management Systems Approach and Principles of Fire Protection: Structures and Systems class on August 18, 2004. The feedback instrument was distributed to forty-five students. These students were chosen because of their

cross sectional make up and their involvement in the fire prevention management program curriculum (see figure E). This was done to gain perspective how things were being done on a national level.

Interview

Interviews were conducted with various individuals of the department to obtain an overview of how things are currently being done within the Rochester Fire Department. Those selected were from both the Suppression Division and Fire Safety Division. Three individuals were selected from the Fire Safety Division and three from the Suppression Division. One of the three selected were management and the other two conducted inspections. This was done to present an impartial assessment of the current conditions and current issues at hand by both divisions.

Research Limitations

The first limitation was the availability of data surrounding the subject matter. When conducting a search on Nightclub Inspections as a topic at the Learning Resource Center of the National Fire Academy, the lack of material was very alarming. An Internet search on Nightclub Inspection Programs also raised a concern. The lack of Executive Fire Officer (EFO) papers addressing Nightclub Inspections was surprising. The lack of fire prevention material surrounding the subject matter was also limited.

A second limitation was the number of respondents to the questionnaire. The author sent out 26 questionnaires to Rochester Fire Department members with 17 questionnaires being returned. The additional participants would have supported the research even more.

Definitions

Amusement Center – “The premises, including a theater, hall, auditorium, tent, structure, building or enclosure of any type, yard or lot, on or within which is offered or operated any amusement game. This definition shall not include such premises in which jukeboxes are the only type of amusement game” (City of Rochester [CR], 2002, p.42).

Entertainment Center License – “The premises, including a theater, hall, auditorium, tent, structure, building or enclosure of any type, yard or lot, on or within which is offered, operated, presented or exhibited to the public any motion picture or public entertainment. This definition shall not include municipal or school auditoriums, athletic fields or playgrounds or public parks”(CR, 2002, p.42).

Assembly Group A2 – “ Assembly uses intended for food and /or drink consumption, including but not limited to: Banquet Halls

Nightclub

Restaurants

Taverns and bars” (NYSDS, 2004, p.9).

Results

- 1) What is the current process for conducting Nightclub Inspections in the Rochester Fire Department?

There are two processes within the fire department, one for the Fire Safety Division and one for the Line Division Battalion Chief's (see Appendix F). The Fire Safety Division is responsible for the annual license renewal inspection, which is managed by the police department, as well as random fire inspections performed throughout the year. The Fire Safety Inspectors will complete a preprinted inspection form, RFD 501, specific to the property applying for license renewal. Once all violations have been corrected, the police department is notified that the property meets the fire department's compliance requirements. The policy for the annual inspection is established by local law and is completed by the Fire Safety Division during the month of January of each year.

The second process for conducting nightclub inspections is for the Line Division Battalion Chief's. This is to be done during evening hours on Thursday, Friday and Saturday. The battalion chief's work off an amusement/entertainment list provided by the Fire Safety Division (see Appendix G). Any issues are documented on the Public Assembly Inspection Sheet and forwarded to the Fire Safety Division for follow-up.

- 2) What are the components and documentation procedures associated with a nationally accepted Nightclub Inspection Program?

There are two main code groups that manage building and fire codes, the National Fire Protection Association and the International Code Council.

The National Fire Protection Association uses a variety of resources to reference guidelines for Nightclub Inspections. The documents include NFPA 1- *The Uniform Code*, NFPA 101 -*Life Safety Code*, and NFPA 5000 – *Building Construction and Safety Code*. Additionally, NFPA 1126 Code on the *Use of Pyrotechnics Before a Proximate Audience* is used for pyrotechnic displays. Inspection procedures are not specific for nightclub inspections, but are reflected under Assembly Occupancies. Documentation procedures for NFPA include using the Standard Inspection Informational Form Public and using the Assembly Inspection Form (see Appendix C). According to Ron Farr of the NFPA, “identifying deficiencies that are observed during the inspection, communication of those deficiencies to the person responsible for corrective action, and maintaining a record of the inspection,”(NFPA, 2002, p.5) are the components of an inspection process.

The *International Code Council* also categorizes nightclubs as an assembly occupancy with an A2 classification. New York State adopted the *International Code* on January 1, 2003 as the official code replacing the proprietary *New York State Uniform Fire Prevention and Building Code* (New York State Department of State [NYSDS], 2004, p.3). The *International Fire Code* provides a specific inspection form for conducting nightclub inspections (see Appendix D). Part of this code requires the nightclub owner to furnish an emergency response plan and evacuation procedures for occupancies greater than fifty people. Additionally, employees have to participate in evacuation drills on a quarterly basis (International Code Council [ICC], 2002, p.25-26).

Question one of the questionnaire found that 73 % of the students belonged to departments that conducted nightclub inspections (See Figure 17). Question 2 identified that 77% of the respondents did not have a specific policy for conducting nightclub inspections as shown in figure 18. Should fire department operations/ suppression division officers conduct nightclub inspections? 68% of the respondents replied “Yes” (see Figure 19). In question 4, 74% of the respondents stated the Fire Prevention Division conducted the inspections, 3 % were done by the Operation/Suppression division while 23% stated that both divisions conducted inspections as shown in figure 20. Sixty-three percent of the respondents did not use a team concept for conducting nightclub inspections (see Figure 21). Table 1 is a summary of all of these findings found in Appendix H.

3) What are the most commonly identified issues with the current Rochester Fire Department Nightclub inspection process?

The consistency, the frequency of and how inspections are conducted were clearly identified by the interviews and questionnaires as being issues with the current Nightclub Inspection Process. With the current system for conducting nightclub inspections, safety of personnel was clearly an issue pointed out. The lack of specific, clear policy and procedures was evident by the interviews. The process is not well organized or documented in a clear manner. Inspection procedures do not address how the battalion chief’s should conduct inspections. The scarcity of up to date property information for all three battalion’s demonstrated further evidence of the lack of consistency in conducting nightclub inspections. Battalion three had an updated list; however, one and two, when questioned, did not have

one. Documentation of the inspections, the need to update and personalize inspection forms for given properties, were also identified as an issue through the interviews.

Questions 1, 2 and 3 of the questionnaire are shown in figure 1, 2 and 3 and depict the sample group demographics and make up. Question 4 of the questionnaire shown in figure 4 identifies that 70% are aware that an inspection policy exists. Figure 5 shows that 65 % of the respondents have not participated in any Nightclub Inspection Training. Figure 6 illustrates key areas of concern by the respondents. When trying to identify areas of inadequacy, 88% selected training, 87 % selected documentation, 94% selected internal coordination and 69% identified follow-up. Figure 7 and 8 show 81% of the respondents have dealt with an overcrowding issue and 23 % issued a ticket. Figure 9 shows 71% of the respondents have conducted a Nightclub Inspection in the last three months. Owner cooperation was present and identified by 100% of the respondents show in Figure 10. Figure 11 illustrates 44% of the respondents have utilized police assistance. Figure 12 shows 71% of the respondents never issued a ticket. The respondents were asked if they received training in issuing a ticket, 53% of the respondents stated “No”. The respondents have the authority to issue a ticket, however only 47% identified they had received training to do so as illustrated by figure 13. Should battalion chiefs complete Nightclub Inspections? 64% of the respondents stated “No”. The final question in the questionnaire asked if the current policy was adequate and 71% stated that it was not (see figure 15). Table 2 is a summary of these findings found in Appendix H.

4) What changes should occur to improve the Rochester Fire Department performance in conducting Nightclub Inspections?

Based on the questionnaire, changes need to occur in a number of areas. The comments by the questionnaire participants offered ideas for improvement and included the following:

- Review of current policy and criteria for establishing frequency
- Improve administration of current policy to account for consistency and accountability.
- Improve documentation and include utilization of digital cameras and video recorders.
- Improve communication between the Battalion Chiefs and the Fire Safety Division.
- Provide training in conducting Nightclub Inspections.

According to Deputy Chief Yantz, inspections need to be done in a consistent manner. This includes a practical schedule and listing of properties (B.Yantz, personal communication, August 12,2004). A relaxed dress code, consistency in inspections and a fire safety representative were also recommended (T.Young, personal communication, August 13,2004). In some cases, a NET representative and a police officer would also be beneficial. Another change should include the establishment of a standard procedure and training provided on this procedure. Inspectors should provide timely follow-up to inspections and management should assign inspectors to cover specific areas (R.Salerno, personal communication, August 10,2004). Management should provide assistance to the battalion chief's and rewrite the policy to hold the battalion chief's accountable if they are going to continue to conduct inspections. Management should create a schedule for conducting nightclub inspections and allow for more fire safety personnel to conduct nightclub inspection's (D.Lill, personal communication, August 9,2004). In addition to training and education, establish inspection teams with Fire Safety, formalize the inspections process, develop documentation to identify frequency and establish a liaison from Fire Safety to work with the battalion chief's to resolve any issues. This needs to occur to

improve the Rochester Fire Department's Inspection performance (R.Chesterton, personal communication, August 6,2004).

Discussion

The annual amusement and entertainment license inspection is done during the month of January. This is well documented and is required for the operating license. There is a problem with the documentation procedures and follow-up of the nightclub inspections outside of the annual inspection. Nightclub inspections lack uniformity, coordination, training, documentation and follow up (see Figure 6). This is a result of various issues and concerns but mainly a lack of internal communication. Based on the questionnaire, 94 percent of the respondents selected internal communication as being inadequate (see Figure 6). According to Young, consistency is another key problem with the nightclub inspection program (T.Young, personal communication, August 13,2004). The lack of communication is evident by comparing the results of those interviewed and the questionnaire. Additionally the comments of the questionnaire compared with the findings of the author reinforce the need for communication and training (see Appendix H). According to one article “ Most fire districts need more fire inspectors, and the level of competency in doing inspections needs to improve” (NFPA, 2004, p.1). This should not take away from the hard work of the current operations but should be seen as an opportunity for improvement in an area that needs to be communicated and revised to meet the challenges of today’s society and the changing environment of the fire department.

What is the current state of nightclub inspections in the fire service? Nationally, we have recently had severe loss of life and historically whether it’s Coconut Grove, Beverly Hills Supper Club or some other club (NFPA, 2003, p.1). I conducted a search at the national level, and was surprised to find the search revealed 37 selections. Also, I conducted a search using the key words ‘public assembly inspection’ which retrieved 7 records from the National Fire Academy’s

own resource center. When I did a search on inspection programs I retrieved 257 results, 2 results were displayed under nightclub inspection. I expected there would be an abundance of resources on this topic since it is a life safety community risk reduction term. Blackstone states, “there must be a “culture of compliance” with fire safety practices”(Blackstone, 2004, p.1). Based on the lack of reference material about nightclub inspections, a cultural change is needed to establish a sense of urgency surrounding nightclub inspections.

We need to evaluate how we educate the public, as well as the nightclub owners, regarding nightclub safety. The public needs to understand what they should be aware of while attending an event. “ The fire inspector has an opportunity to educate the occupants on important safety issues while performing the inspection”(International Fire Service Training Association [IFSTA], 1998, p.27). The engine company, all officers of the line division other than battalion chiefs, is another possible group that could be utilized to conduct nightclub inspections. This would give them an opportunity to frequent those establishments to ensure that they are compliant regarding safety issues and conduct preplanning. “Relatively simple fire inspections can be done by engine companies, if they encounter complex issues, a fire inspector can be called in” according to one article (NFPA, 2004, p.4). This may be an alternative to who should conduct nightclub inspections.

One of the biggest issues is the fire service, which as a whole, needs to change culturally to accept fire prevention as a higher priority than suppression. I feel we have failed if we have to respond to a fire. It is interesting how we culturally accept fire related incidents. Some countries view it as a “disgrace” and you are considered an outcast if you have a fire. In other countries, budgets are approved based on fire prevention efforts not on suppression efforts. “Studies have found that Europe and Asia, a long history with fire has produced a strong behavioral emphasis

on safety”(International City/County Management Association [ICMA], 2002, p.358) How do we as a fire service measure up?

Frequency is a key element to conducting nightclub inspections. This is dependent on many factors, which include availability of personnel, number of nightclubs, political pressure from owners, budget and the authority to conduct nightclub inspections. An annual inspection is required by the model code agencies for assembly occupancies. Any inspection done outside this time period is based on local conditions and local law. One article states, “Whatever evaluation system we chose had to be objective so that cries of selective enforcement would have no legitimate basis”(Building Officials and Code Administrators International [BOCA], 1996, p.31). Verification of owner compliance with mandated evacuation drills and employee training by the New York State Fire Code needs to be done (ICC, 2002, p.25-26). The Minneapolis Fire Department has produced a Safety Plan and Emergency Procedures for Assembly Occupancies guideline for business owners to meet this mandate (MFD, 2003, p.1). The Miami Beach Fire Department “fire inspectors check every club, every weekend” (Pelly, 2003, p.3). An inspection frequency on a quarterly basis should serve as the minimum to verify compliance with the training requirements of the nightclub establishments.

Coordination of inspections is another issue. It is important to streamline the number of times fire department, as well as other agencies, inspect a property. No doubt, an owner could become irritated by the number of times they are inspected by various agencies. The fire department needs to educate owners of nightclub establishments on the how it is in their best interest to promote safety measures. By taking time to explain these mandates, the level of cooperation and wiliness to change would also increase (NFPA, 2004, p.2). If the fire department could streamline the overall inspection process, one might find a more receptive property owner.

One element that would truly make a difference is installation of fire sprinklers in any nightclub establishment. The model code agencies changed the requirements for sprinkler installations for new establishments, but it is up to local communities to adopt code changes that would require retrofitting existing establishments with sprinkler protection.

The implications of this study are already having a positive impact. At the current time, in response to my questioning and interviews, inspectors are being paired up with battalion chief's to form teams to conduct nightclub inspections. This will serve a multi purpose function. First, it will create an opportunity to improve communication between the inspectors and the battalion chief's. Second, it will address a safety issue presented by the battalion chief's and third, it will create an opportunity to improve the quality and the frequency of the inspection. Fourth, it will present an opportunity for improved communication between the two divisions to address battalion chief's questions and concerns. Action is already taking place to improve the process and this indicates a commitment to improve on the part of the administration.

Recommendations

1) ***Establish a sense of urgency.*** I feel this can easily be done because of discussions previously held. Communication is the key ingredient to change. Sometimes we are not aware that a problem exists and open lines of communication as well as follow-up will fill this gap.

2) ***Designate a specific person to be responsible for ongoing communication between the Line Division Chief Officers and the Fire Safety Division.*** This should be done every day shift to identify any concerns with fire prevention activities. This is an effort to change the present culture and realize we need to be more proactive in fire prevention activities.

3) ***Educate nightclub establishments about safety procedures and work with them to establish safety plans.*** Communicate with nightclub owners to identify policy and procedures that best protect patrons and owners from a disaster. Work with establishments to promote fire safety and increase patron awareness. This is designed to build community equity with the owners of nightclub establishments.

4) ***Educate the public through public service announcements.*** Promote community activities through the use of nightclub safety awareness messages. This could also be done at college level educational institutions. Safety tips could be placed on the fire departments web site to communicate this topic.

5) ***Establish a computer generated Hazard History file.*** Make this available to the inspectors of each occupancy as background information when conducting inspections. This would provide data for establishing frequency as well as a case history for the establishments.

6) ***Establish a checklist form for inspections.*** Update the Public Assembly Checklist to assist the chief officer's as well as the fire safety inspector's in conducting inspections. The International Fire Code offers a nightclub inspection form that could be used as a template to create a specific one for the RFD (see appendix D).

7) ***Establish designated teams to conduct inspections.*** This should consist of a fire safety inspector, a battalion chief and a police officer. However, other combinations may achieve this goal.

8) ***Work with the Firefighters Local Union 1071 to look at alternative work schedules for fire safety personnel.*** Generation of a night inspection position or some evening hour coverage that would not generate overtime and would be an incentive for people to work outside of normal work hours.

9) ***Consider utilizing Engine, Quint and Midi's to perform nightclub inspections and/or assist the battalion chief in the completion of nightclub inspections.*** This could address safety concerns identified by the battalion chief's. Additionally, this could be done as a response to lack of funding to support sufficient personnel hours for conducting club inspections.

10) *Establish a committee to review policy and procedures for conducting nightclub inspections.* The inspection committee should consist of both Fire Safety Inspectors and Line Division Personnel.

11) *Establish a training program for battalion chief's and inspector's on conducting nightclub inspections.* This training needs to cover inspection principles, communicating with the property owner, appearance of the inspector, issuance of tickets, documentation, overcrowding, court appearance procedures and legal authority.

All the recommendations are supported by the research conducted and the data collected. Additionally, these recommendations as a whole provide a solution to the problem stated and clearly defend the purpose of this research.

References

- Blackistone, S. (2004, February 2004). R.I. Adopts Fire Safety Law In Response to Nightclub Fire. *Firehouse, February 2004*, pp.82-83.
- Building Officials and Code Administrators International (1996, July/August). Inspection Overload? Not in Boulder.. *The Building Official and Code Administrator Magazine*, XXX(3), pp.29-32.
- Carleton, T. (2003, August). Nightclub Fatalities. *American Heat, August 2003*(AHVP-463-0803), pp.1-19.
- City of Rochester (2002, November 16). *Charter and Code of the City of Rochester*. Retrieved August 8,2004, http://gcp.esub.net/cgi-bin/om_isapi.dll?clientID=108828&infobase=rochester.nfo&record={60027D5}&s...
- City of Rochester (2004). Fire . In W. A. Johnson (Ed.), *2004-2005 Budget* (pp. 1-22). Rochester, New York: City of Rochester.
- City of Rochester Fire Safety Division (2004). *Inspection Procedures-2004*. Rochester, NY: Rochester Fire Department.
- City of Shreveport, Louisiana (2002, February 21). *Fire Department Issues Safety Tips in Wake of Night Club Tragedies*. Retrieved July 31,2004, <http://www.ci.shreveport.la.us/dept/fire/2003/030221.NightClubSafetyII.htm>
- Deegan, T. (2003, March 15). Minneapolis Fire Department's life-safety saving partnership with nightclubs. *On Scene*, 17(5).
- Ditzel, P. (1990, September/October 1990). Too Little Effort is Too Often the Case. *9-1-1 Magazine*, 3(NO.5), pp. 20-21.

Fire Engineering (2002, January, 2002). Austin's Night Inspection Program.

FireEngineering.com, Retrieved July 16, 2004,

http://fe.pennnet.com/Articles/Article_Display.cfm

Institute for Business & Home Safety (2004). *Current Model Code and Standard Activities*.

Retrieved August 8,2004, <http://www.ibhs.org/building-codes/>

International City/County Management Association (2002). *Managing Fire and Rescue Services*.

Washington, DC: International City/County Management Association.

International Code Council (2002). *Fire Code and Property Code of New York State* (1st ed.).

Whittier, California: International Code Council and New York State Department of State.

International Fire Service Training Association (1998). *Fire Inspection and Code Enforcement*

(6th ed.). Stillwater, Oklahoma: Oklahoma State University.

Kotter, J. P. (1995). Leading Change: Why Transformation Efforts Fail. In (Ed.), *Leading*

Community Risk Reduction (pp. Handout 2-2 57-68). Emmitsburg, MD: National Fire Academy.

Legislative Commission of the State of Rhode Island, (2003). *Making Rhode Island the Safest*

State. Providence, Rhode Island: State of Rhode Island.

McGill, R. J. (2003, April). Stage Fright. *Fire Chief*, pp.26-29.

Minneapolis Fire Department (2003). *Safety Plan and Emergency Procedures For Assembly*

Occupancies. Retrieved August 10, 2004, www.ci.minneapolis.mn.us

National Fire Academy (1989). Code Implementation and Enforcement. In (Ed.), *Code*

Management: A Systems Approach (pp. 1-36). Emmitsburg, MD: National Fire Academy.

National Fire Academy (1994). Conducting Inspections. In (Ed.), *Principles of Fire Protection: Structures and Systems* (pp. 1-47). Emmitsburg, MD: National Fire Academy.

National Fire Academy (2003). Evaluating. In (Ed.), *Leading Community Risk Reduction* (1st ed., pp. 17-24). Emmitsburg, MD: National Fire Academy.

National Fire Protection Association (2002). *Fire and Life Safety Inspection Manual* (8th ed.). Quincy, Massachusetts: National Fire Protection Association.

National Fire Protection Association (2003). *Fire safety in assembly occupancies, Other large assembly fires*. Retrieved July 9, 2004,
<http://www.nfpa.org/Research/FireInvestigation/RIlandfire/AssemblyFires/AssemblyFires.res.asp>

National Fire Protection Association (2003). *Fire safety in assembly occupancies, Summary of NFPA code changes since Rhode Island and E2 Nightclub tragedies*. Retrieved July 9, 2004,
<http://www.nfpa.org/Research/FireInvestigation/RIlandFire/Summary/summary.asp>

National Fire Protection Association (2004, March). *Fire Safety in Assembly Occupancies, Nightclub Safety Tips*. Retrieved July 21, 2004,
[http://www.nfpa.org/Research/FireInvestigation/RIland/AssemblyFires/AssemblyFires.a
sp](http://www.nfpa.org/Research/FireInvestigation/RIland/AssemblyFires/AssemblyFires.asp)

National Fire Protection Association (2003). *Fire Safety in Assembly Occupancies, NFPA Fire and Life Safety Inspection Manual Information*. Retrieved July 9, 2004,
[http://www.nfpa.org/Research/FireInvestigation/RIlandfire/FireLifeSafety/FireLifeSafet
y...asp](http://www.nfpa.org/Research/FireInvestigation/RIlandfire/FireLifeSafety/FireLifeSafety...asp)

National Fire Protection Association (2004, March 30). *Paying the Tab for a Safer Nightlife*.

Retrieved 9/26/04, www.nfpa.org/NFPAJournal/Exclusive/033004/033044.asp

New York State Department of State (2004, March). *Administration and Enforcement of the Uniform Fire Prevention and Building Code and Energy Conservation Construction Code*. Retrieved September 17, 2004,

<http://dos.state.ny.us/lgss/books/adminadnedforcementbcec.htm>

Pare, M. S. (2004, May,). *Changes to the R.I. Fire Code (CRFC)*. Paper presented at the Leading Community Risk Reduction Program, Emmitsburg, MD.

Pelly, S. (2003, June 25). *Up In Flames*. Retrieved 10/3/04,

<http://cbsnews.com/stories/2003/03/05/60II/printable542921.shtml>

United States Fire Administration (2004, June, 2004). Nightclub Fire in 2000. *Topical Fire Research Series*, 3(7), pp.1-4.

Caption

Figure 1. What is your rank? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 2. What is your current assignment? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 3. Number of years with the Rochester Fire Department? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 4. Are you aware a Night Club Inspection Policy Exists? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 5. Have you participated in any Night Club Inspection Training? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 6 .Are there any parts of the Nightclub Inspection process that you believe are inadequate? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 7. Have you ever dealt with overcrowding situation? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 8. Was a Ticket Issued? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 9. Have you completed a Night Club Inspection within the last three months?

Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 10. Did you find owner cooperation? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 11. Did you use police assistance? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 12. Have you ever issued a ticket? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 13. Have you ever received training issuing a ticket? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 14. Should Battalion Chiefs complete nightclub inspections? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 15. Do you think the current policy is adequate? Sample size was 17 fire department personnel responsible for conducting Nightclub Inspections distributed August 2, 2004.

Figure 16. What type of organization do you belong to? Sample size was 44 students attending the National Fire Academy during the week of August 16, 2002

Figure 17. Does your fire department conduct nightclub inspections? Sample size was 44 students of the Fire Prevention Management Programs attending the National Fire Academy during the week of August 16, 2004

Figure 18. Does your organization have a specific policy for conducting Nightclub Inspections? Sample size was 44 students of the Fire Prevention Management Programs attending the National Fire Academy during the week of August 16, 2004

Figure 19. Do you think Fire Department Operations/Suppression Division Officers should conduct Nightclub Inspections? Sample size was 44 students of the Fire Prevention Management Programs attending the National Fire Academy during the week of August 16, 2004

Figure 20. Who conducts your Nightclub inspections? Sample size was 44 students of the Fire Prevention Management Programs attending the National Fire Academy during the week of August 16, 2004

Figure 21. Does your department use a “Team concept” (more than one person) to conduct Nightclub Inspections? Sample size was 44 students of the Fire Prevention Management Programs attending the National Fire Academy during the week of August 16, 2004

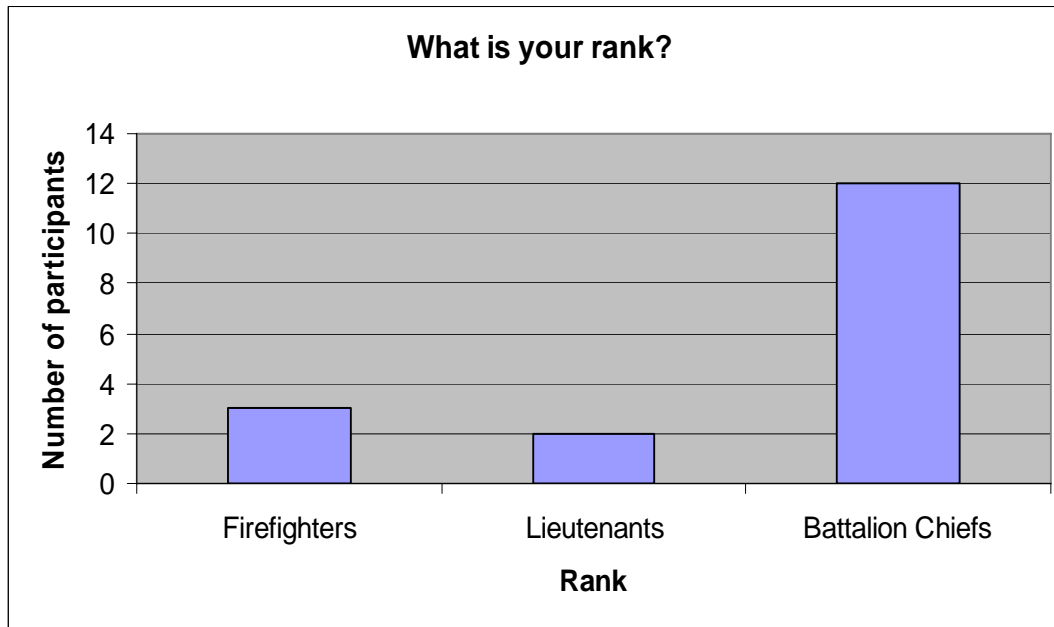


Figure 1

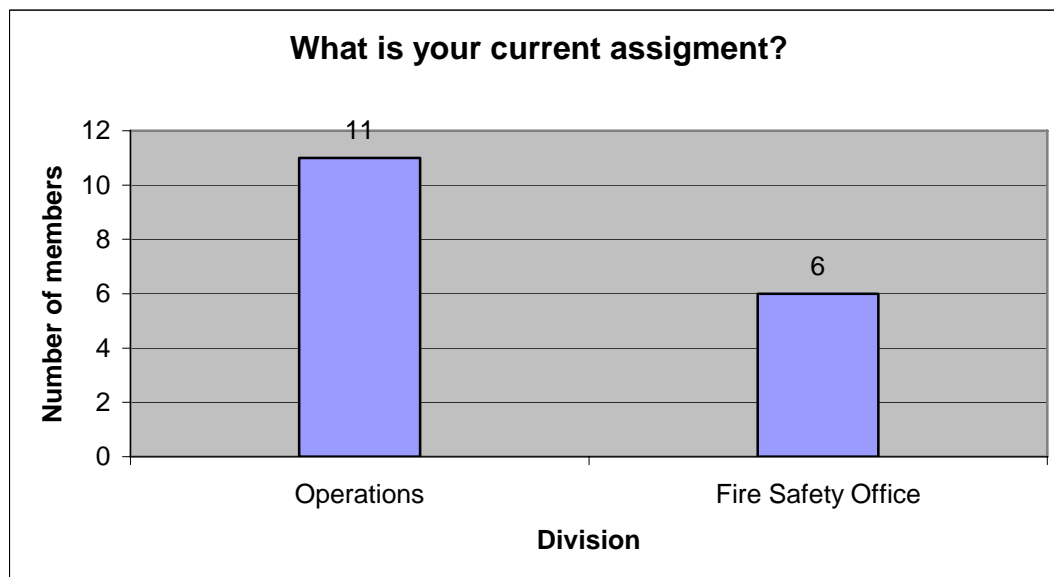


Figure 2

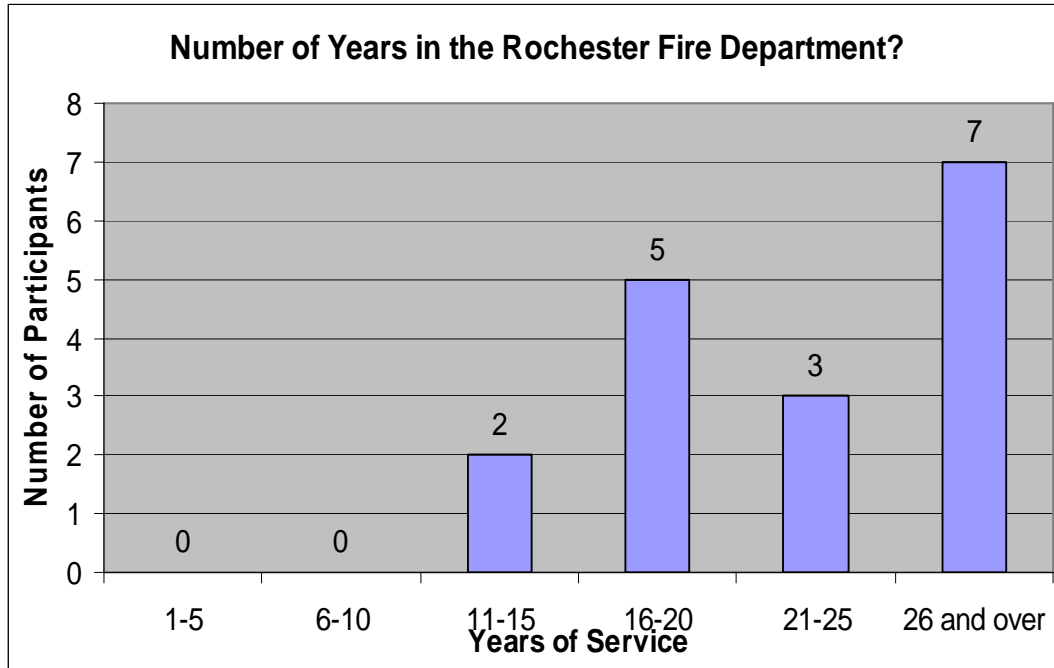


Figure 3

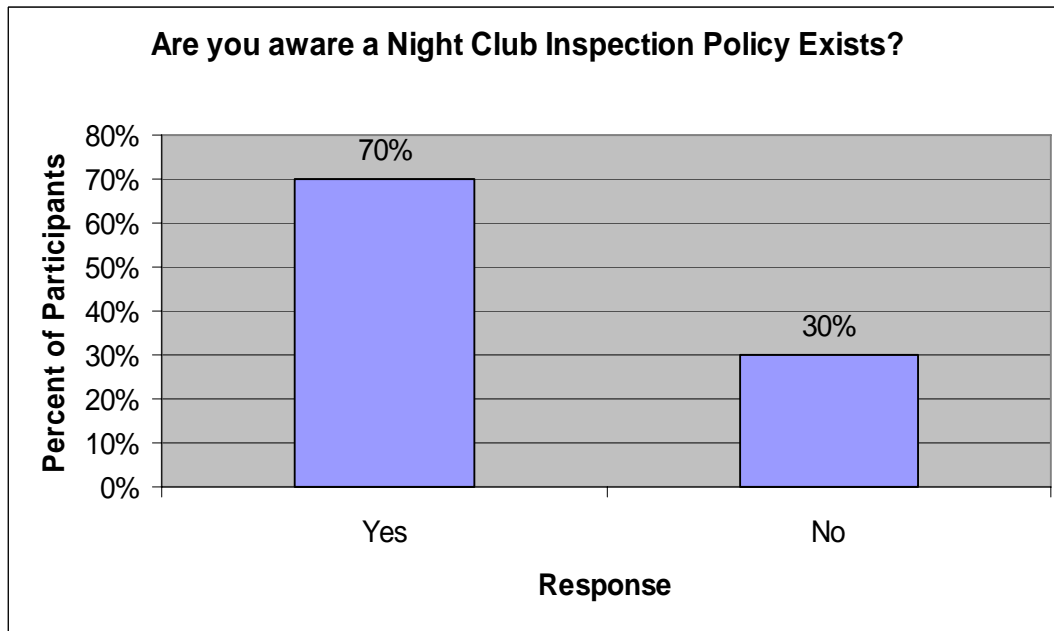


Figure 4

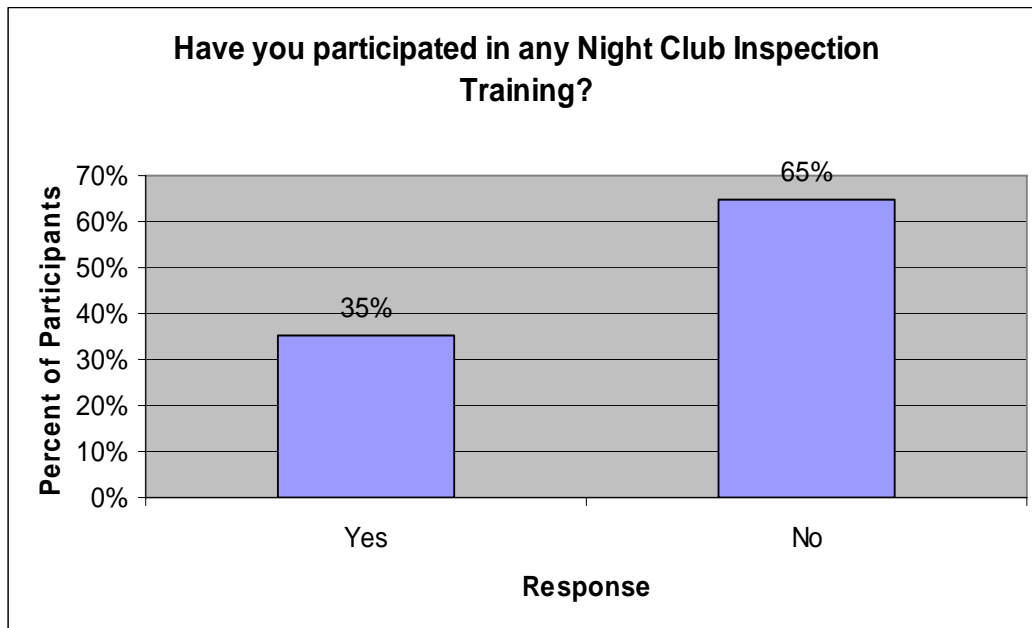


Figure5

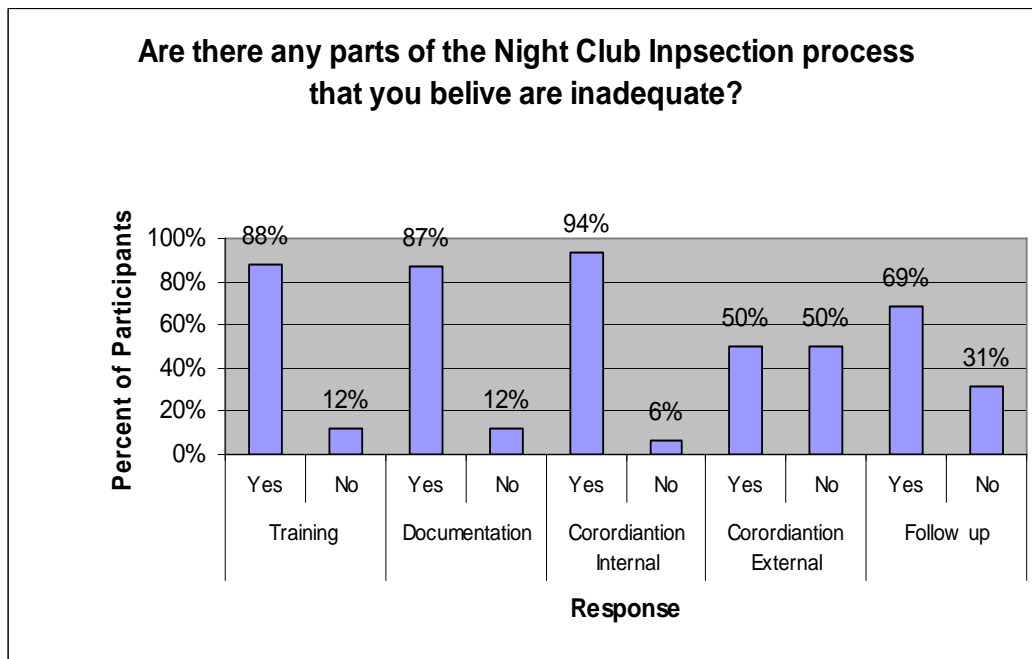


Figure 6

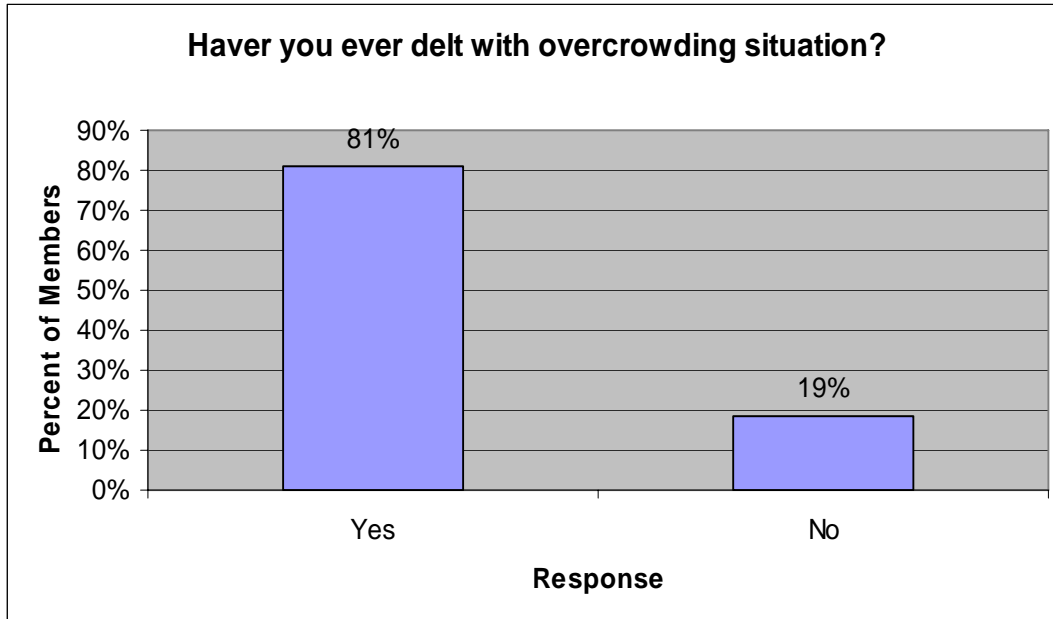


Figure 7

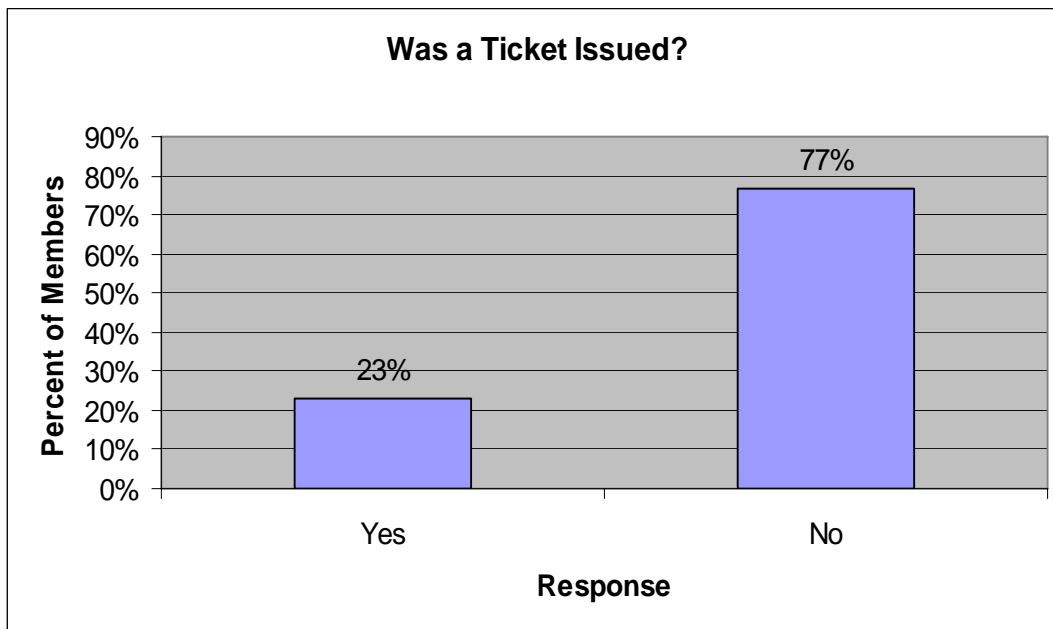


Figure 8

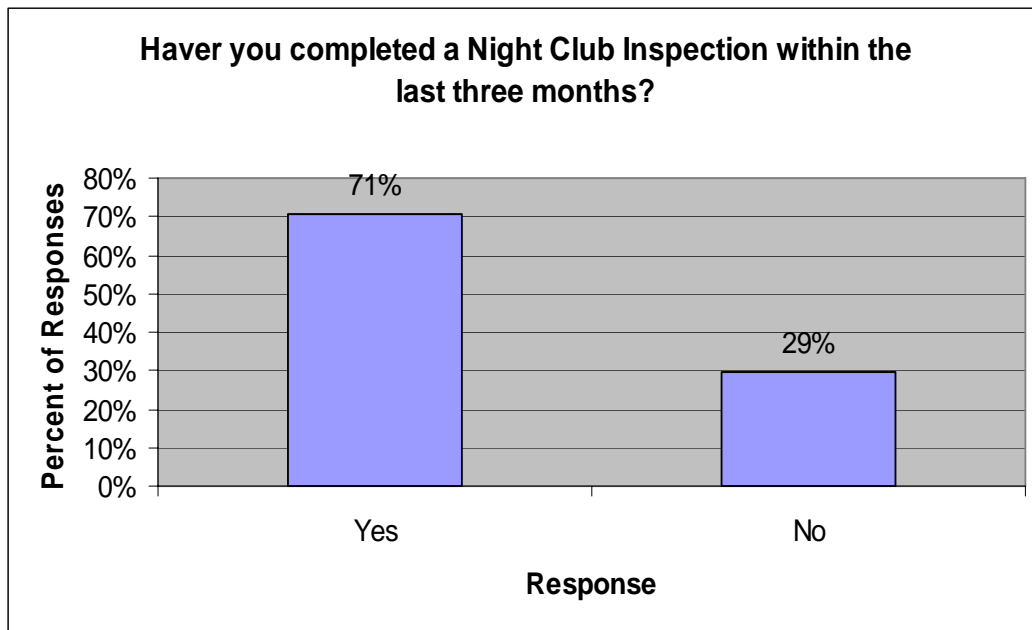


Figure 9

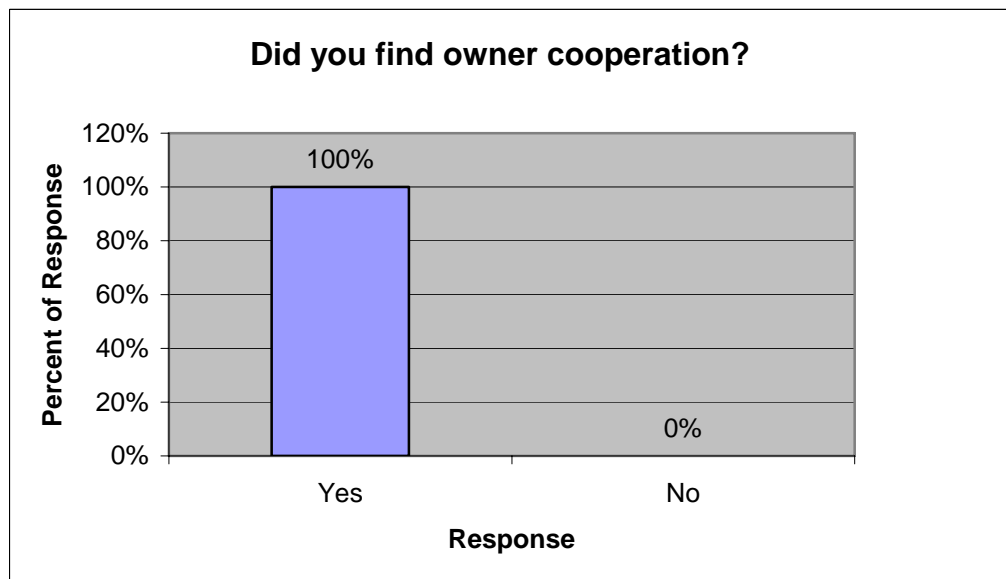


Figure 10

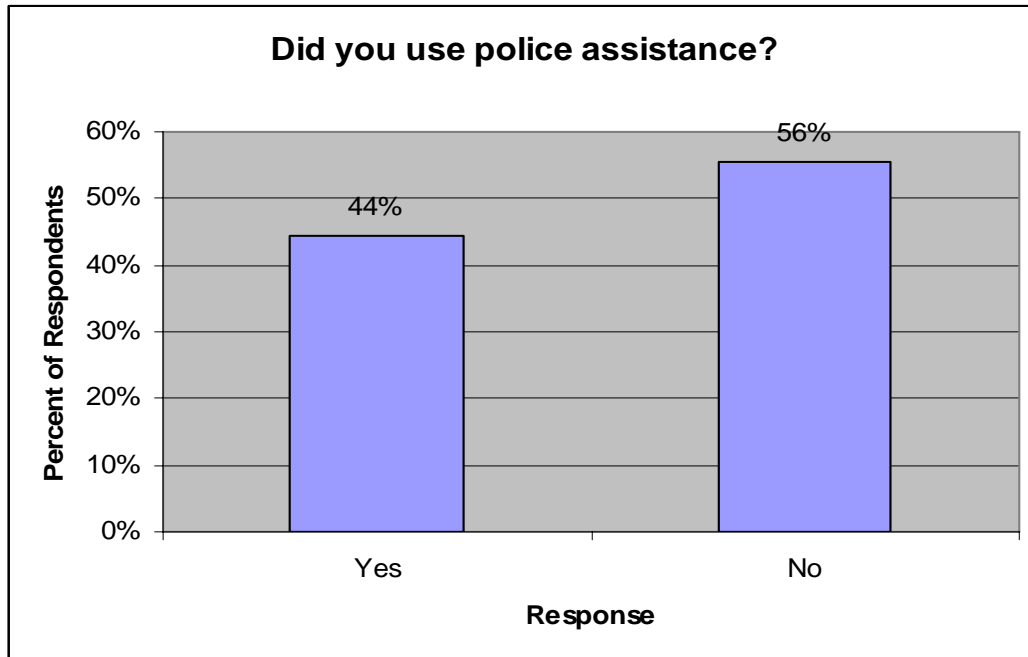


Figure 11

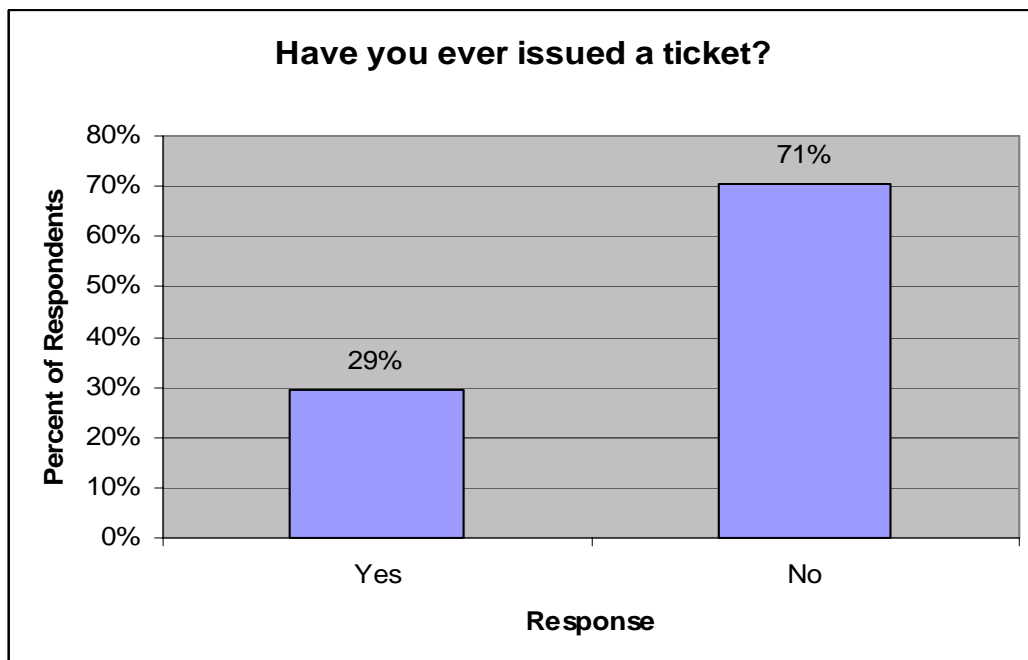


Figure 12

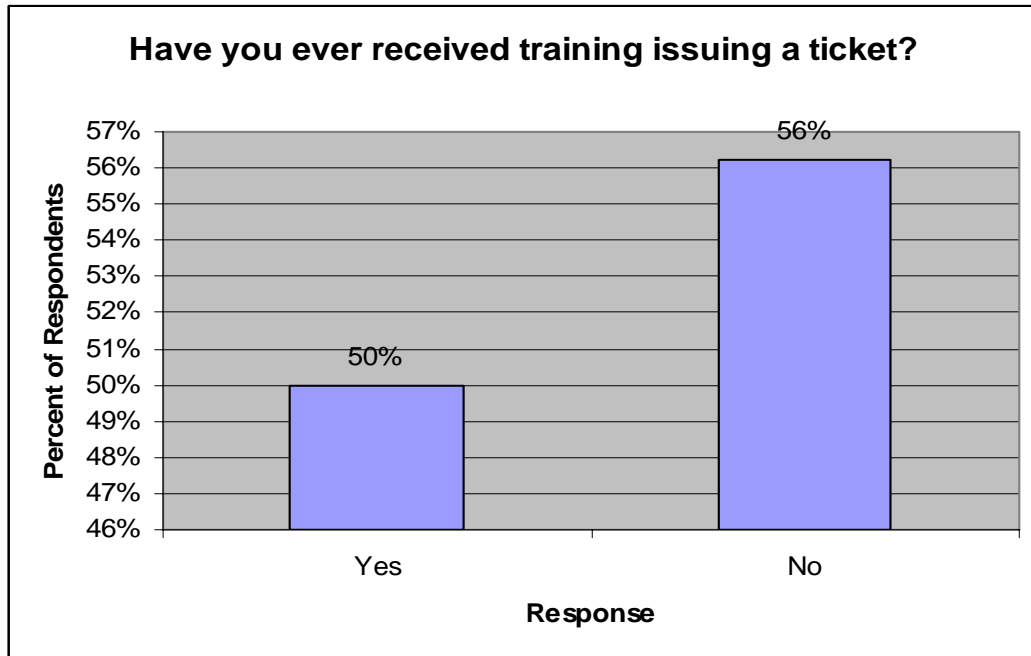


Figure 13

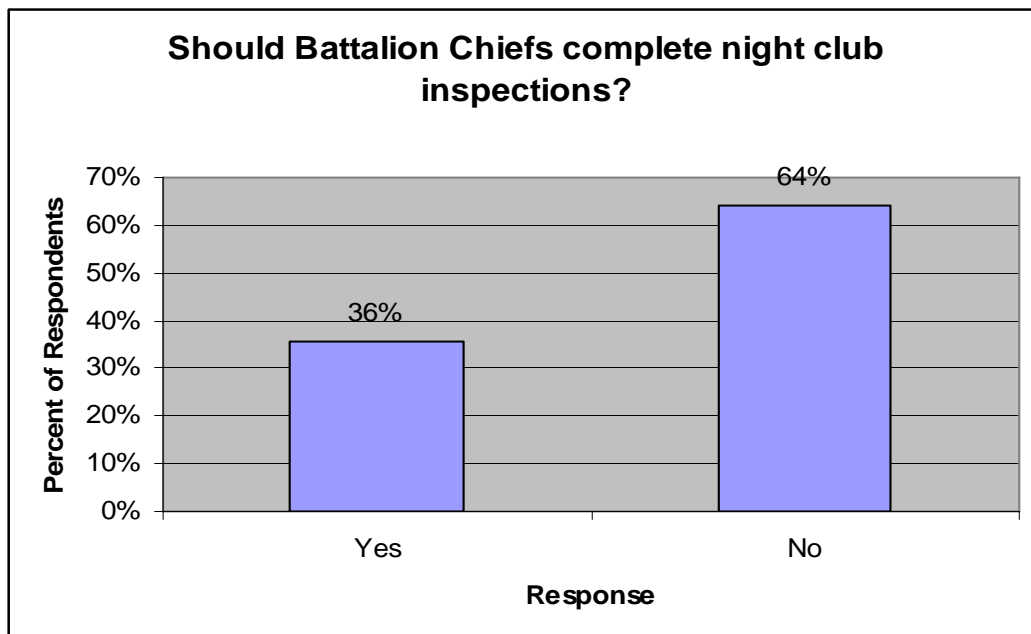


Figure 14

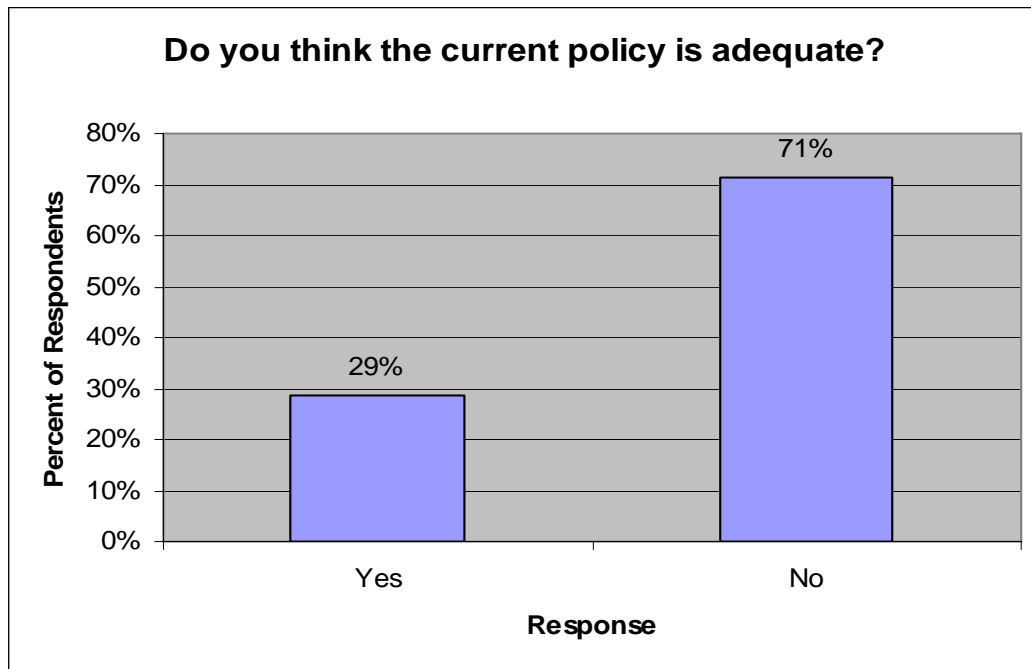


Figure 15

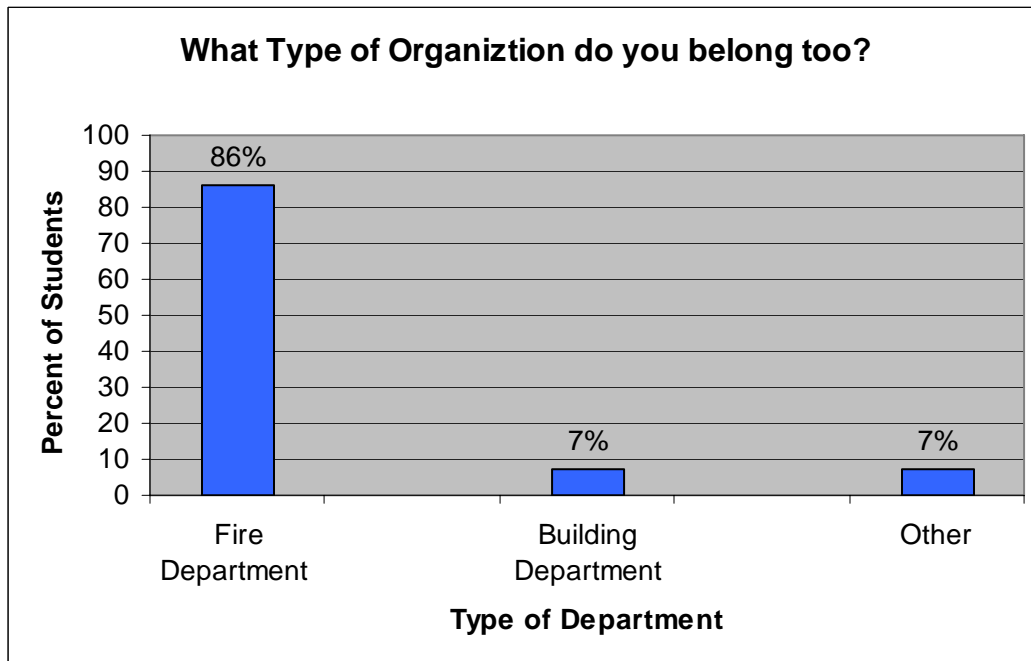


Figure 16

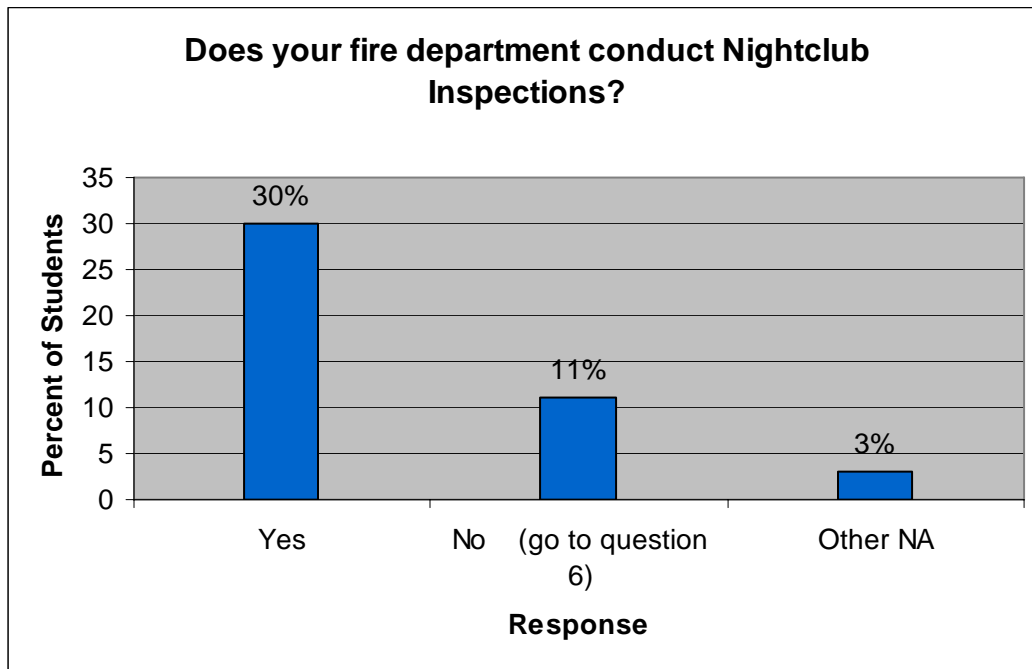


Figure 17

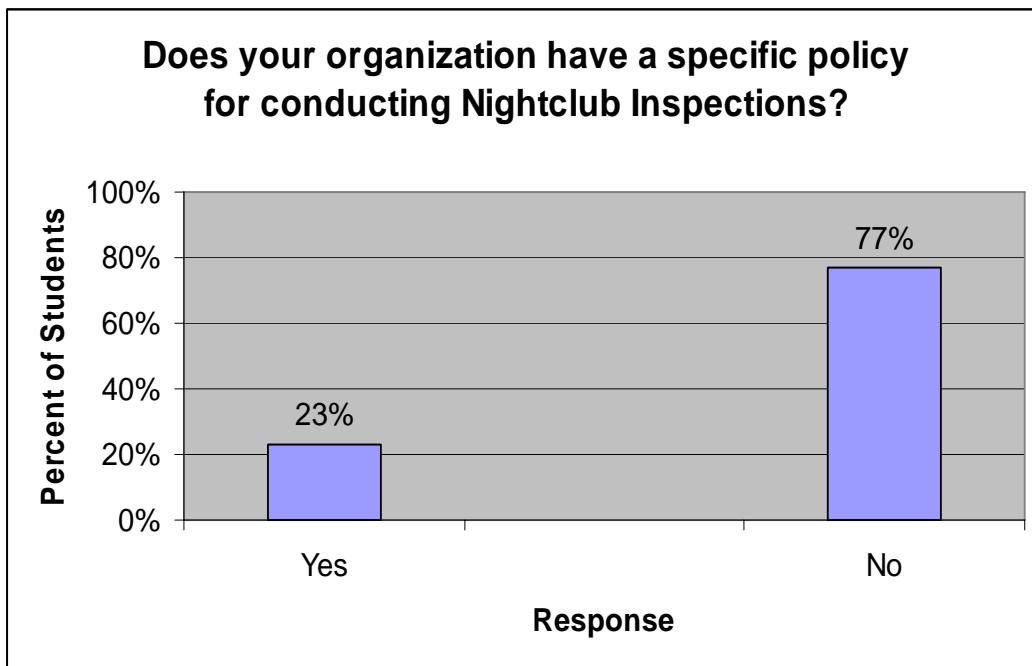


Figure 18

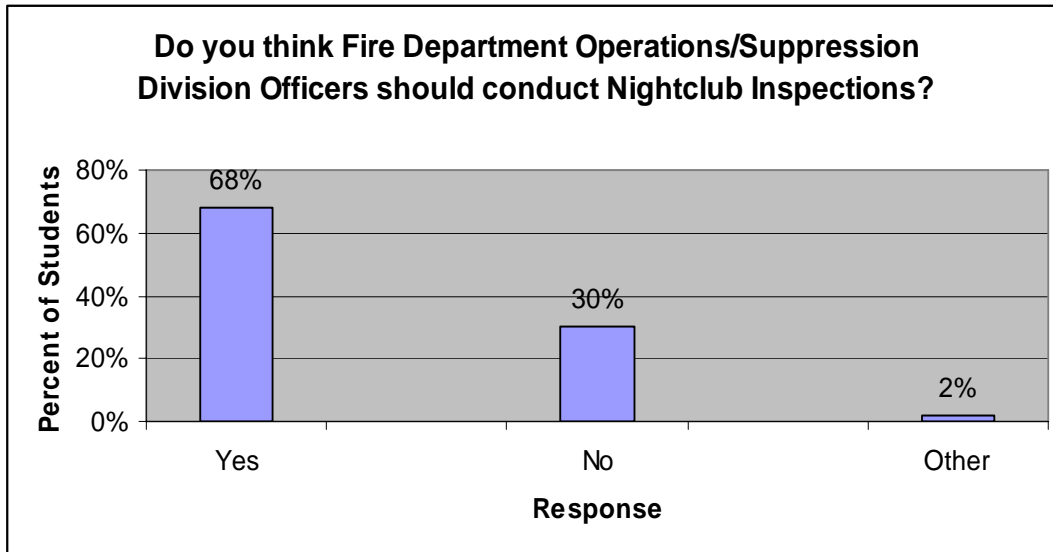


Figure 19

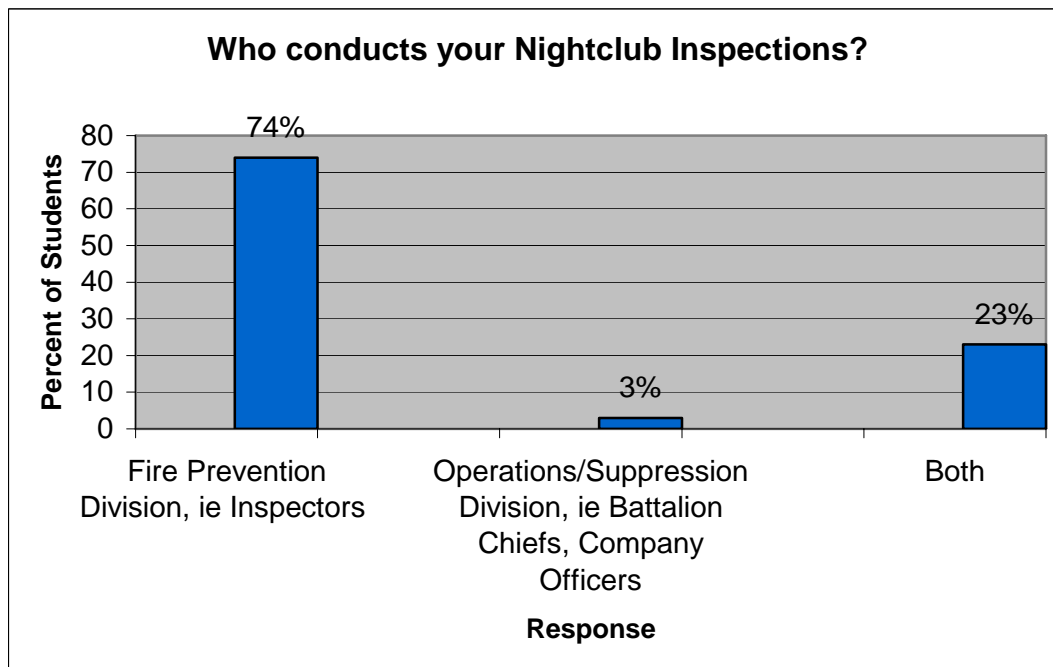


Figure 20

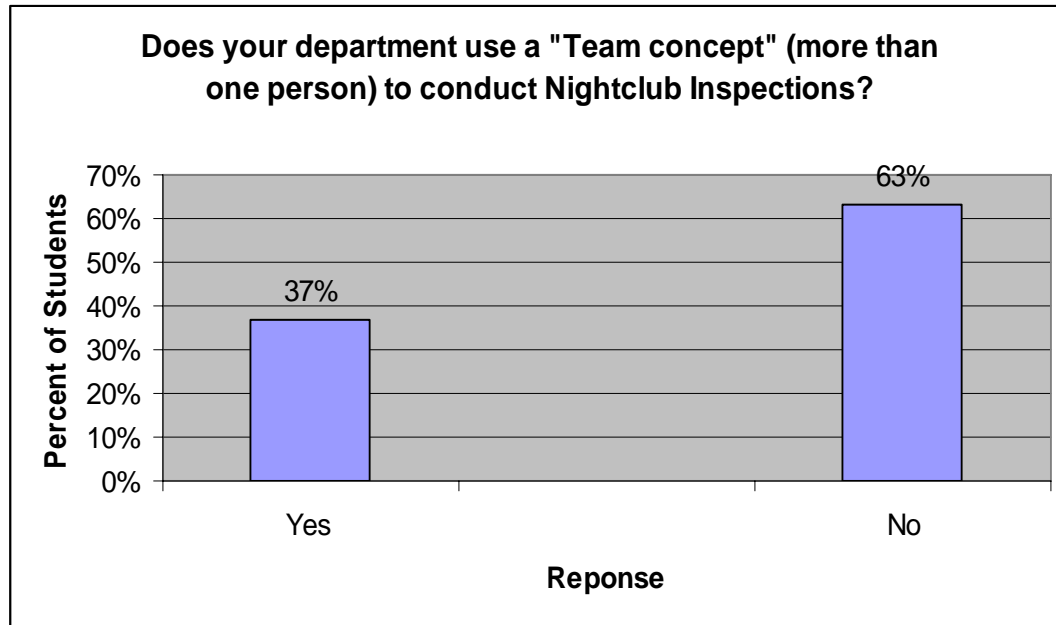


Figure 21

Appendix A

Rochester, New York Fire Department
Night Club Inspection Questionnaire

Please circle the appropriate answer:

- 1) What is your Rank
 - a) Firefighter
 - b) Lieutenant
 - c) Captain
 - d) Battalion Chief

- 2) What is your current assignment?
 - a) Fire Safety Division
 - b) Operations/Line Division

- 3) Number of years in the Rochester Fire Department
 - a) 1-5 Years
 - b) 6-10 Years
 - c) 11-15 Years
 - d) 16-20 Years
 - e) 21-25 Years
 - f) 26 Years and over

- 4) Are you aware a Night Club Inspection policy exists?
Yes No

- 5) Have you participated in any Night Club Inspection training?
Yes No

6) Are there any parts of the Night Club inspection process that you believe are inadequate?

a) Training Yes No

b) Documentation Yes No

c) Coordination:

Internal Yes No

(i.e. between Fire Safety and Line Division)

External Yes No

(i.e. between FD and Police or Building Bureau)

d) Follow up
and Feedback Yes No

e) other (please list):

7) Have you ever dealt with an overcrowding situation?

Yes No

8) Was a ticket issued?

Yes No

9) Have you completed a Night Club Inspection within the last three months?

Yes No

10) Do you find Owner cooperation?
Yes No

11) Did you use Police assistance?
Yes No

12) Have you ever issued a ticket?
Yes No

13) Have you ever received training issuing a ticket?
Yes No

14) Should Battalion Chiefs complete Night Club Inspections?
Yes No

15) Do you think the current policy is adequate?
Yes No

Additional Comments:

Appendix B

Nightclub Inspection Program
Focused Interview Questions

Name	
Title	
Date	
Time	
Location	

Introduction: My name is John Schreiber and I am conducting an Interview on Night Club Inspections for the Executive Fire Officers Program at the National Fire Academy. Please sign below indicating your authorization to conduct this interview.

Signature:

May I tape record our conversation for efficient use of time? Yes _____ No _____

- Question 1: What is your name, current position, years of fire service and positions held?
- Question 2: What is the Rochester Fire Department's current process for conducting Nightclub Inspections?
- Question 3: What is problematic with the current Rochester Fire Department Nightclub Inspection process?
- Question 4: What is positive about the current Rochester Fire Department Nightclub Inspection process?
- Question 5: What should occur to improve the Rochester Fire Department performance of Nightclub Inspections?

Thank you for your assistance with this project.

Appendix C

Inspection Checklist

Assembly Occupancies

Building: _____

Address: _____

Inspector: _____ Date: _____

Date of Last Inspection: _____ Outstanding Violations: ☐ Yes ☐ No**General**Were alterations/renovations made since last inspection? ☐ Yes ☐ NoIs building mixed occupancy? ☐ Yes ☐ No

What other occupancies? _____

Is building construction acceptable for height and occupancy? ☐ Yes ☐ NoIs it a high rise? ☐ Yes ☐ NoIs it windowless? ☐ Yes ☐ NoIs it underground? ☐ Yes ☐ No**Occupant Load and Exits**Is occupant load posted? ☐ Yes ☐ NoAre the exits per code? ☐ Yes ☐ NoNumber of exits? ☐ 1 ☐ 2 ☐ 3 ☐ 4 or moreIs egress capacity adequate? ☐ Yes ☐ NoWhat is fire rating of exit stair enclosure? ☐ 1 hr ☐ 2 hrWhat is fire rating of exit stair doors? ☐ 1 hr ☐ 1½ hr• Are they self-closing? ☐ Yes ☐ No• Latching? ☐ Yes ☐ NoAre exit enclosures free of storage? ☐ Yes ☐ NoDo 100% of exits discharge directly outside? ☐ Yes ☐ NoIf not, do ≥50% discharge outside and is level of discharge sprinklered? ☐ Yes ☐ NoIs exit stair reentry per code? ☐ Yes ☐ No**Doors**Are doors blocked? ☐ Yes ☐ NoAre they locked? ☐ Yes ☐ NoIs ≤15-lb force required to release latch? ☐ Yes ☐ NoDo doors swing in direction of travel per code? ☐ Yes ☐ NoIs there panic hardware per code? ☐ Yes ☐ No

Egress Arrangement

Is egress clear and unobstructed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any dead-end corridors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is common path of travel within limits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is travel through intervening rooms okay?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is egress blocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is aisle accessway width adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is aisle width adequate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Travel Distance

Is travel distance per code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	------------------------------	-----------------------------

Emergency Lighting

Is emergency lighting per code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is it tested monthly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Exit Marking

Is exit marking per code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---------------------------	------------------------------	-----------------------------

Corridors

Is 1-hr rating required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are corridor walls rated 1 hr with 20-min doors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Protection of Hazards

Are hazards protected by		
• Fire-rated enclosure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Extinguishing system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Self-closing door?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is kitchen cooking protected?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date kitchen hood and duct last cleaned: _____		

Protection of Vertical Openings

Are vertical openings enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are elevators enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is atrium per code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A*
Are ≤3 levels open per code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Interior Finish

Are wall and ceiling finishes per code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Are exits Class A?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Are corridors and lobbies Class A or B?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Is assembly >300 Class A or B?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Is assembly <300 Class A, B, or C?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are decorations per code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are curtains/drapes per code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

*N/A (not applicable) means there's no such feature in the building.

Special Protection

Are chutes in good working order:

- Trash chutes? ☐ Yes ☐ No ☐ N/A
- Laundry chutes? ☐ Yes ☐ No ☐ N/A

Is projection room properly protected? ☐ Yes ☐ No ☐ N/AIs any equipment subject to rupture under or adjacent to exit stairs? ☐ Yes ☐ No ☐ N/AAre stages per code? ☐ Yes ☐ No ☐ N/AAre platforms per code? ☐ Yes ☐ No ☐ N/AAre exhibits per code? ☐ Yes ☐ No ☐ N/AAre special amusement buildings per code? ☐ Yes ☐ No ☐ N/AAre open flames controlled per code? ☐ Yes ☐ No ☐ N/AAre pyrotechnics controlled per code? ☐ Yes ☐ No ☐ N/A**Mezzanines**Is $\leq \frac{1}{4}$ of the mezzanine open area? ☐ Yes ☐ NoIs common path of travel on mezzanine per code? ☐ Yes ☐ NoIf mezzanine is enclosed, is there second exit from mezzanine? ☐ Yes ☐ No**Operating Features**Are there crowd managers if >1000 occupants? ☐ Yes ☐ NoAre drills conducted? ☐ Yes ☐ NoAre employees instructed in fire extinguisher use? ☐ Yes ☐ NoIs announcement of exit locations made before each performance? ☐ Yes ☐ NoIs any clothing stored in corridors? ☐ Yes ☐ No**Detection and Alarm**Is it a manual alarm system? ☐ Yes ☐ NoIs there a fire detection system? ☐ Yes ☐ No

- Smoke detectors? ☐ Yes ☐ No
- Heat detectors? ☐ Yes ☐ No

Where: _____

Are there audible alarms? ☐ Yes ☐ NoAre there visual alarms? ☐ Yes ☐ NoIs there automatic fire department notification? ☐ Yes ☐ No

Extinguishment

Are there sprinklers throughout? ☐ Yes ☐ No

Partial sprinklers? ☐ Yes ☐ No

Where: _____

Is there a water flow alarm? ☐ Yes ☐ No

Are valves supervised? ☐ Yes ☐ No

☐ Electrical ☐ Locks ☐ Seal

Other extinguishing systems:

Type: _____

Where: _____

Standpipe? ☐ Wet ☐ Dry ☐ None

Fire pump? ☐ Yes ☐ No

Size: _____ gpm @ _____ psi

Date last tested: _____

Are fire extinguishers per code? ☐ Yes ☐ No

Building Utilities

Are utilities in good working order:

Heat

- Gas? ☐ Yes ☐ No
- Oil? ☐ Yes ☐ No
- Coal? ☐ Yes ☐ No
- Other? ☐ Yes ☐ No

Electrical installation? ☐ Yes ☐ No

Elevators

- Elevator recall (Phase I)? ☐ Yes ☐ No
- Fire fighter control (Phase II)? ☐ Yes ☐ No

Emergency generator? ☐ Yes ☐ No

Size: _____

Date last tested: _____

Notes: _____

Appendix D



NIGHTCLUBS 2003 IFC

		2003 International Fire Code Provisions for Nightclubs	IFC Code Section
		A-2: Assembly uses intended for food and/or drink consumption including, but not limited to: banquet halls, night clubs, restaurants, taverns and bars.	202
		A-2: Permit required	105.6.35
EXITS			
		Minimum of four exits for more than 1000 occupant load.	Tbl. 1018.1
		Minimum of three exits required for 501 – 1000 occupant load.	Tbl. 1018.1
		Minimum of two exits required for 51 – 500	Tbl. 1018.1
		One exit required for 1 – 50 if the common path of egress travel does not exceed 75 feet.	Tbl. 1018.1
		Doors shall swing in direction of egress travel where serving an occupant load of 50 or more.	1008.1.2
		Exit doors shall be openable from the egress side without the use of a key or special knowledge or effort.	1008.8.3
		With an occupant load of 100 or more, doors in the means of egress shall <u>not</u> be provided with a lock or latch unless it is panic hardware or fire exit hardware.	1008.1.9
		The means of egress, including the exit discharge, shall be illuminated at all times the building space served by the means of egress is occupied.	1006.1
		Exit signs required where more than one exit is required.	1011.1
		Exit sign placement shall be such that no point in an exit access corridor is more than 100 feet from the nearest visible exit sign.	1011.1
		Main exterior exit doors or gates which obviously and clearly are identifiable as an exit need not have exit signs.	1011.1
		Obstructions to exits shall not be placed in the required width and exits shall not be obstructed in any manner.	1003.6
		The required capacity of means of egress shall not be diminished (reduced) along the path of egress travel.	1003.6
		Doorways shall not be less than 32" in clear width or 28" in existing buildings.	1008.1.1
		The width of exit passageways shall not be less than 44" except that exit passageways serving an occupant load of less than 50 shall not be less than 36" in width.	1020.2

	Where panic hardware or fire exit hardware is installed it shall unlatch with a maximum of 15 lbs. Force applied to the panic bar. The door shall be set in motion when subjected to a 30 lb. Force applied to the latch side of the door.	1008.1.2
	It shall be unlawful to alter a building or structure in a manner that will reduce the number of exits or the capacity of the means of egress to less than required by this code.	1001.2
	Minimum clear aisle width shall be 42" for level or ramped aisles having seating on both sides, 36" where aisle does not serve more than 50 seats or when aisle seating is on one side only.	1024.9.1
	Manually operated flush bolts or surface bolts on exit doors are not permitted.	1008.1.8.4
	In the event of a power failure, an emergency system shall automatically illuminate all exit access corridors, passageways, exit stairways, rooms, exit discharge areas if 2 or more exits are required.	1006.3
	In <u>existing</u> nightclubs a power supply for means of egress illumination shall be automatically provided from an emergency system if two or more means of egress.	1026.5
	Access-controlled <u>entrance</u> egress doors are permitted in nightclubs. The system must be approved. The doors shall be arranged to unlock by a signal from or loss of power to the sensor. There shall be a manual unlocking device (button) located 40 –48 inches above the floor within 5 feet of the secured doors. There shall be a sign that reads: PUSH TO EXIT. Activation of the fire alarm system or the automatic sprinklers shall unlock the doors. <u>Entrance doors in nightclubs shall not be secured from the egress side when the building is open to the general public.</u>	1008.1.3.4
	Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort.	1008.1.8
FIRE PROTECTION SYSTEMS		
	•NEW CONSTRUCTION – Automatic fire sprinklers shall be provided when the fire area exceeds 5,000 sq. ft. or the occupant load exceeds 300 or if the nightclub is located above or below the level of exit discharge.	903.2.1.2
	•NEW CONSTRUCTION – Manual fire alarm required when occupant load exceeds 300.	907.2.1
	•NEW CONSTRUCTION – When occupant load exceeds 1000, voice evac with emergency power required.	907.2.1.1
	Fire protection systems shall be maintained in accordance with the original installation standards for that system. Required systems shall be extended, altered, or augmented as necessary to maintain and continue protection whenever the building is altered, remodeled or added to. Alterations to fire protection systems shall be done in accordance with applicable standards.	901.4
	One 2A fire extinguisher per 6000 sq. ft. in low hazard areas	906.1

	(offices) and one 2A per 3000 sq. ft. in moderate hazard areas. If quick response sprinklers are used fire extinguishers are required only in special hazard areas. (Must show proof of quick response heads).	
	Maximum travel distance to a fire extinguisher is 75 feet.	Tbl 906.3(1)
	Fire extinguisher shall be located in conspicuous location where they will be readily accessible and immediately available for use.	906.5
	Fire extinguishers shall not be obstructed or obscured from view.	906.6
	Hand-held portable fire extinguishers, not housed in cabinets, shall be installed on hangers or brackets supplied.	906.7
	Portable fire extinguishers shall be installed so that its top is not more than 5 feet above the floor if less than 40 lbs. Fire extinguishers exceeding 40 lbs. shall be installed so that its top is not more than 3.5 feet above the floor.	906.9
	Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable fire extinguisher provided within 30 feet travel distance of commercial cooking equipment.	904.11.5
	A manual actuation device shall be located at or near a means of egress from the cooking area, 4-5 feet above floor, 10-20 feet away from kitchen exhaust system.	904.11.1
	The actuation of commercial cooking equipment fire suppression systems shall automatically shut down the fuel or electrical power supply to the cooking equipment. Reset shall be manual.	904.11.2
	Commercial cooking equipment fusible links and automatic sprinkler heads shall be replaced at least annually with show of proof.	904.11.6.5
	Fire extinguishers shall be serviced annually and shall have a current service tag attached.	901.6
	All valves controlling the water supply for automatic sprinkler systems, pumps, tanks, water levels and temperatures, critical air pressures, and water-flow switches on all sprinkler systems shall be electrically supervised when system has 20 or more sprinkler heads.	903.4
	NEW CONSTRUCTION - a manual fire alarm shall be installed in Nightclubs with an occupancy load of 300 or more.	907.2.1
	NEW CONSTRUCTION - when the occupancy load exceeds 1000 the alarm shall be by emergency voice/alarm communications.	907.2.1.1
	EXISTING NIGHTCLUBS - fire alarms have been required in assemblies since the before 1960's.	Legacy Codes
	Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times.	901.6
	Records of all system inspections, tests and maintenance shall be maintained on the premises for a minimum of 3 years.	901.6.2
	Painted sprinkler heads or cover plates are prohibited unless painted at factory. They cannot be cleaned of paint and must be	901.8

		replaced.	
HOUSEKEEPING			
		Storage of combustible materials in buildings shall be maintained in a neat, orderly manner.	315.2
		Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.	315.2
		Storage shall be maintained at least 2 feet below the ceilings in nonsprinklered areas and a minimum of 18" below sprinkler head deflectors in sprinkled areas.	315.2.1
		Combustible materials shall not be stored in exits or exit enclosures.	315.2.2
		Combustible materials shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.	315.2.3
		Attic, under-floor and concealed spaces used for storage of combustible materials shall be protected on the storage with 1 hour fire-resistive construction or sprinkled.	315.2.4
		Outside storage of combustible materials shall not be located within 10 feet of a property line. (see exceptions)	315.3
		Combustible waste containers larger than 40 gal. shall have lids and must be made of metal or approved combustible material.	304.3.2
		Dumpsters and containers with an individual capacity of 1.5 cu. yds. or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or under roof eave lines.	304.3.3
		Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. (Self-closing lids). Contents of such containers shall be removed and disposed of daily.	304.3
		Liquid or gas fueled vehicles or boats shall not be located indoors except: batteries disconnected, fuel in tank not to exceed ¼ tank or 5 gal. whichever least. Fuel tanks and fill openings are closed and sealed to prevent tampering.	314.4
		Portable unvented fuel-fired heating equipment shall be prohibited.	603.4
		A Type 1 hood shall be installed at or above all commercial food cooking appliances and domestic cooking appliances used for commercial purposes that produce grease laden vapors.	610.2
ELECTRICAL			
		Relocatable power taps shall be of the polarized or grounded type, equipped with overcurrent protection, and shall be listed.	605.4.1
		Relocatable power taps shall be directly connected to a permanent installed receptacle.	605.4.2
		Relocatable power taps shall not extend through walls, ceilings, floors, under doors or floor coverings, or be subject to damage.	605.4.2
		Extension cords shall not be a substitute for permanent wiring.	605.5
		Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors.	605.5

	Extension cords shall be plugged directly into an approved receptacle, power tap, or multiplug adapter.	605.5.1
	Except for approved multiplug extension cords, each extension cord shall serve only one portable appliance.	605.5.1
	Extension cords shall not contain splices or damage.	605.5.3
	Extension cords shall be grounded when serving grounded portable appliances.	605.5.4
	The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.	605.5.2
	A working space and clearance of not less than 30" in width, 36" in depth and 78" in height shall be provided in front of electrical service equipment (panel). Where electrical service equipment is wider than 30", the working space shall not be less than the width of the equipment.	605.3
	Open junction boxes and open wiring splices shall be prohibited. Approved covers shall be provided for all switch and outlet boxes.	605.6
	Electrical motors shall be maintained free from excessive accumulations of oil, dirt, waste and debris.	605.8
	Temporary wiring for electrical power and lighting installations is allowed for a period not to exceed 90 days. Exceptions: Longer for construction, remodeling, repair or demolition of buildings.	605.9
	Temporary wiring attached to a structure shall be attached in an approved manner.	605.9.1
	Multiplug adapters, such as cube adapters, unfused plug strips or any other device not complying with the ICC Electrical Code shall be prohibited.	605.4
	Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating "ELECTRICAL ROOM."	605.3.1
	Portable electric lamps shall not be used in spraying areas during spraying operations unless approved for hazardous locations.	1504.5.4
MISCELLANEOUS		
	New and existing buildings shall have approved address numbers plainly legible and visible from the street fronting the property. These numbers shall contrast with their background.	505.1
	A key box may be required where access to or within a structure is unduly difficult because of secured openings or where immediate access is required.	506.1
	Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles.	503.4
	Fire apparatus access roads shall have an unobstructed width of not less than 20 feet, minimum height is 13' 6".	503.2.1
	Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place and maintained by the owner.	1004.3
	Candles and other open flame decorative devices shall not be used in places of assembly unless they comply with IFC. 105.6.32 –	308.3.7

		Permit required.	
		The building owner shall be responsible for ensuring that the fire and life safety systems are maintained in an operable condition at all times.	907.20.5
		An approved fire safety and evacuation plan shall be prepared and maintained.	404.2
		Emergency evacuation drills shall be conducted in nightclubs quarterly by employees and records must be maintained.	405.2
		Nightclubs with atriums must have an approved fire and safety evacuation plan and it must be maintained.	404.2
FIRE PROTECTION			
		Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.	703.2
		Fire door assemblies shall not be modified.	703.2
		Swinging fire doors shall close from the full open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.	703.2.3
		Horizontal and vertical sliding and rolling fire doors shall be inspected and tested annually to confirm proper operation and full closure. A written record shall be maintained and available.	703.4
		Magnetic hold-open devices and automatic door closers, where provided, shall be maintained. If fire doors are out of service the door shall remain in the closed position.	703.2.2
		Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant.	805.1
		Natural cut trees shall be prohibited in nightclubs unless protected by an automatic sprinkler system.	804.1.1
		Openings through fire –resistance-rated assemblies shall be protected by self-closing or automatic-closing doors of approved construction meeting the fire protection requirements for the assembly (no door wedges or fold down hold-open feet).	703.1
		All openings through fire-resistance rated assemblies made for pipes, electrical conduit, wires, ducts, air transfer openings, etc. shall be protected by an approved method capable of resisting the passage of smoke and fire.	703.1
PYROTECTICS			
		Operational permit required for indoor pyrotechnics in nightclubs.	105.6.37
		Applications for proximate audience displays shall include plans indicating the required clearances for spectators for spectators and combustibles, crowd control measures, smoke control measures, and requirements for standby personnel and equipment when provision of personnel or equipment is required by the fire code official.	3308.2.2

Appendix E

Night Club Inspection Questionnaire

My name is John Schreiber, a student with the Executive Fire Officers Program at the National Fire Academy. I am conducting a questionnaire on Night Club Inspections and would appreciate your participation in this questionnaire.

Please circle the appropriate answer.

- 1) What type of organization do you belong too?

Fire Department

Building Department

- 2) Does your fire department conduct Nightclub Inspections?

Yes

No (go to question 6)

- 3) Who conducts your Nightclub inspections?

Fire Prevention Division, ie Inspectors

Operations/Suppression Division, ie Battalion Chiefs, Company Officers

Both

- 4) Does your department use a "team concept"(more than one person) to conduct Nightclub Inspections?

Yes

No

- 5) Does your organization have a specific policy for conducting Nightclub Inspections?

Yes

No

- 6) Do you think Fire Department Operations/Suppression Division Officers should conduct Night Club Inspections?

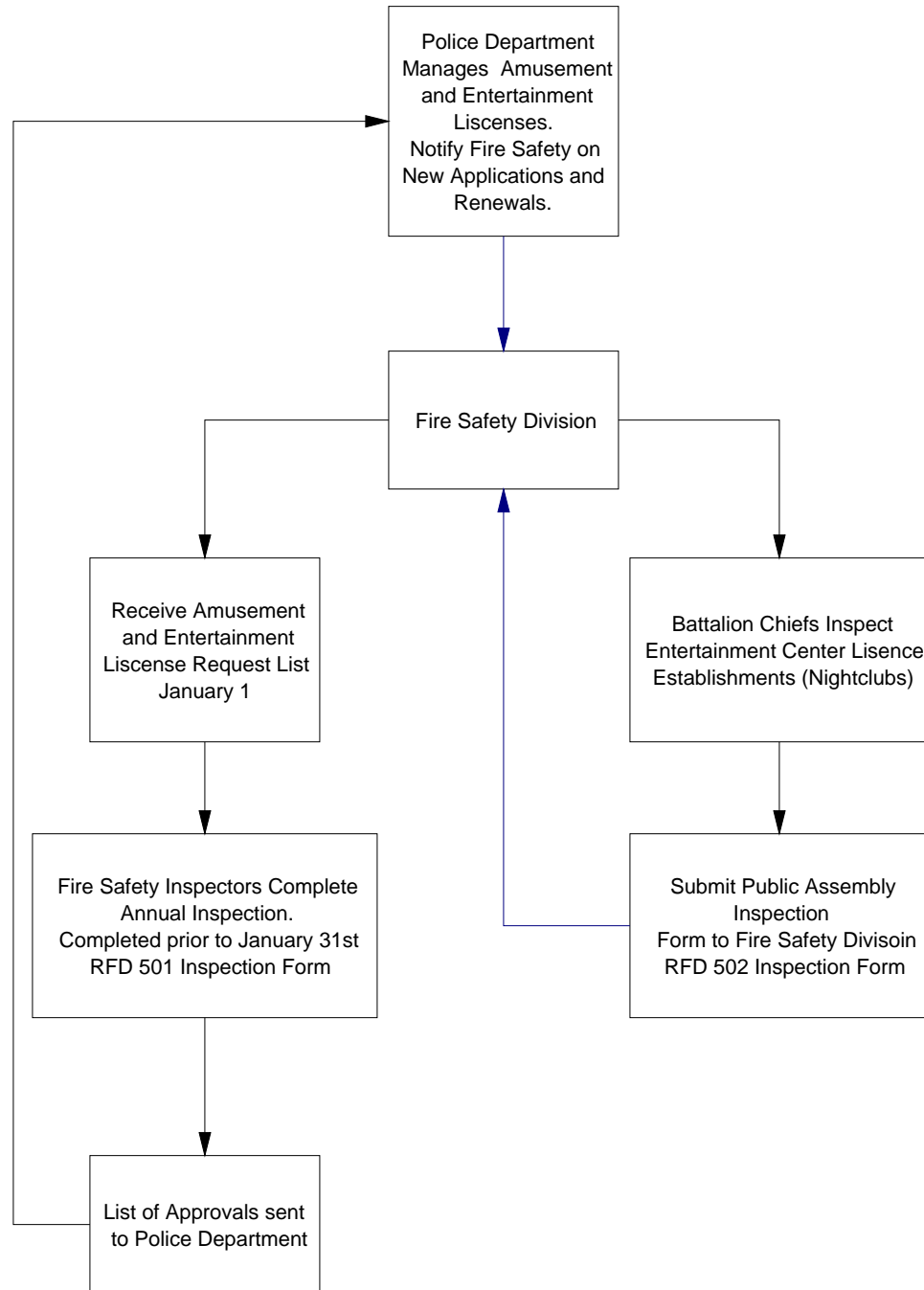
Yes

No

Any Comments:

Thank you for participating in this questionnaire

Appendix F



Appendix G

PUBLIC ASSEMBLY REPORT

Date: _____

Location: _____

Name of Hall or Building: _____

Type of Entertainment: _____

Manager or Responsible Party: _____

Address: _____ Telephone: _____

Were exit lights on? _____

Were fire doors unobstructed/in good working order? _____

Were other exits unobstructed/in good working order? _____

Were aisles and passageways unobstructed? _____

Were No Smoking signs posted? _____

Capacity _____

Remarks: _____

Inspector: _____ Co. _____ Gr. _____

FD502

Appendix H

Table 1
Questionnaire Summary

Question	Percent of Total	Number
1) What type of organization do you belong too?		
Fire Department	86	39
Building Department	7	3
Other	7	3
2) Does your fire department conduct Nightclub Inspections?		
Yes	68	30
No (go to question 6)	25	11
Other	7	3
3) Who conducts your Nightclub inspections?		
Fire Prevention Division, ie Inspectors	74	22
Operations/Suppression Division, ie Battalion Chiefs, Company Officers	3	1
Both	23	7
4) Does your department use a "team concept" (more than one person) to conduct Nightclub Inspections?		
Yes	37	11
No	63	19
5) Does your organization have a specific policy for conducting Nightclub Inspections?		
Yes	23	7
No	77	23
6) Do you think Fire Department Operations/Suppression Division Officers should conduct Night Club Inspections?		
Yes	68	30
No	30	13
Other	2	1

Note: The respondent left some questions blank.

Table 2
Questionnaire Summary

Question	Answer	Number			
1) What is your rank?	Firefighters	3			
	Lieutenants	2			
	Battalion Chiefs	12			
2) What is your current assignment?	Operations	11			
	Fire Safety Division	6			
3) Number of years in the Rochester Fire Department?	1-5	0			
	6-10	0			
	11-15	2			
	16-20	5			
	21-25	3			
	26 and over	7			
	Percent Yes	Percent No	Number Yes	Number No	
4) Are you aware a Night Club Inspection policy exists?	70%	30%	14	3	
5) Have you participated in any Night Club Inspection training?	35%	65%	6	11	
6) Are there any parts of the Night Club inspection process that you believe are Inadequate?					
7) Training	88%	12%	14	2	
8) Documentation	87%	12%	14	2	
9) Coordination Internal	94%	6%	15	1	
10) Coordination External	50%	50%	8	8	
11) Follow up	69%	31%	11	5	
12) Have you ever dealt with and overcrowding situation?	81%	19%	13	3	
13) Was a Ticket Issued?	23%	77%	3	10	
14) Have you completed a Night Club Inspection within the last three months	71%	29%	12	5	
16) Did you find owner cooperation?	100%	0%	16	0	
17) Did you use police assistance?	44%	56%	7	9	
18) Have you ever issued a ticket?	29%	71%	5	12	
19) Have you ever received training issuing a ticket?	46%	56%	8	9	
20) Should Battalion Chiefs complete Nightclub Inspections?	36%	64%	5	9	
21) Do you think the current policy is adequate?	29%	71%	4	10	

Note: The respondent left some questions blank.

Comments

(Additional Comments) Most owners are willing to co-operate with overcrowding issues. When there is a lack of co-operation RPD is willing to assist

At present there is a lack of accountability and consistency. Some chiefs inspect, some don't. A monthly or bimonthly preprinted form should be provided, much like the 5013. This would help fire safety determine if inspections are actually completed and what follow-up may be necessary.

(4) Not aware of a "Policy."

(5) There is no formal inspection training!

(6e) As stated before! There is no formal fire inspection training.

(13) But not formal training. It's train as you go.

(Additional Comments) Line division officers can issue tickets. They currently don't. There is no "formal training" or inspections at the department level.

(Additional Comments) There is no follow-up on whether inspections are being done, how often they should be done. Nobody from fire safety has inspected the log book in our battalion as long as I have been here. There is no systematic way of assuring that night clubs are checked by B/C's nor is there any schedule.

(6e) Training - always room for more and improved.

Documentation - could be improved with the help of Fire Safety.

Fire Inspection Teams - may be warranted for certain clubs and events.

(Additional Comments)

(13) No direct formal training; may have been conducted while I was on a staff assignment.

(15) Night Club Insp. should be a team of at least 2 inspectors.

Certain nightclubs and events need special attention and should include Fire Safety Officers.

(6e) Public Assembly Report (FD 502) should be more detailed. Copy with NCR paper should be given to nightclub mgr. Document should be signed by both inspector and club representative.

Recording club liquor license # on reports helps inspector with club mgr. cooperation.

(8) Club owners were told to clear overcrowding conditions within a reasonable time span - 30 minutes.

(11) RPD has used Fire Dept. Inspections to shut down.

(15) If journal is kept in Battalion to track frequency and inspection compliance.

(Additional Comments) Feedback from Fire Marshall's office should be included in changes. Final results of F.S. follow-up would be helpful.

Notices of special events at nightclubs (concerts, live music, street festivals) should be sent out to Line Division. Also notices of which clubs have been noted to have violations would help us troubleshoot our Inspection Districts.

(14) I don't know.

(15) I don't know.

(4) Policy and procedure are not common knowledge.

(14) And others also.

(15) Got to know what it is to answer this one.

(Additional Comments) Maybe you should send out the policy for review next with a comments area. Fire safety should have input if they have anyone with some intelligence??? for comment.

(Additional Comments) I believe the current policy should be addressed. Insp. Schedule 6 states BC's will inspect clubs Thurs, Fri, Sat for overcrowding. Paper verification of inspections is not forthcoming. LDC's must meet and decide if they want BC inspecting clubs and writing tix. Do they have time? Should they go alone? Is Thursday really necessary? Are any of the nights necessary? Should we only respond to only complaints?

(Additional Comments) Fire Safety should conduct nightclub insp. w/ companies and/or BN Chief assisting.

(6e) Frequency of Inspections - Not enough.

(Additional Comments) Battalion Chiefs are busy enough, Fire Safety, w/ the police should have a consistent program of inspecting nightclubs.

Police and Fire should have a coordinated team to check nightclubs and use Line Battalion Chiefs/Line Companies only if necessary, as well as police officers.

Right now everything is just kinda "winged".

(Additional Comments) Needs to be better administrated to avoid duplication with FSA and Building Bureau.

A complaint generated to the ECD for overcrowding should be a B/C, RPD commander response w/ a follow up on the next day.

Better documentation - using a digital camera or video recorder would be good.

(Additional Comments) Nightclub inspections should be conducted by Fire Safety.

(6e) The process was originally set up many years ago for the B/C's to perform. However due to changing workload and club safety issues and violence, this process is probably outdated which contributes to the lack of effectiveness.

(Additional Comments) This process should be handled by the Fire Safety Division due to the fact that they are in constant knowledge of changing codes and materials allowed in night clubs and also could be performed on a regular basis.